

ASOTIN CITY COUNCIL MINUTES
December 10, 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, Dwayne Paris, Mervin Schneider

STAFF PRESENT: Clerk/Treasurer, Tiffany Rogers, City Attorney, Jane Richards

PRESS: Kerri Sandaine, Lewiston Morning Tribune

AUDIENCE: Elaine Greene, Oscar Bly, Charlotte Tuttle, Doug Hinkins, Diane Hinkins, Asotin County Stormwater Coordinator, Jeff Wiemer, Asotin County Commissioner, Chris Seubert,

PUBLIC HEARING: 5:35pm-5:41pm

Mayor Bonfield stated this is a public hearing for the filing of the preliminary budget for the year 2019. Those wishing to make oral or written statements on this matter may do so at this time. Resident, Charlotte Tuttle of 1220 5th Street asked if it was true that the city is going to cancel some of the craft and vendor fairs. Mayor Bonfield stated there is a possibility of cancelling but the council is still looking into the financial impact of the craft and vendor fairs. Mayor Bonfield stated if the city had to pay the employees who put on the craft and vendor fairs that may not be in the budget. As of right now the employees volunteer their own time on the day of the event. However, one that is being considered for cancellation is Asotin Days vendor fair on Saturday of Asotin Days due to the heat and low attendance. The Asotin County Fair and Holiday events will most likely be the ones that will be continued. Councilmember Loseth stated she is hoping to revive Asotin Days. She stated there is a lot of value having events going on in the town. Maybe new energy with new businesses in town will help. Mayor Bonfield pointed out that the Streets Fund 103 budget is a large amount due to the Transportation Improvement Board grant the city received in the amount of \$927,000.00 for the 2nd Street Paving project. The public hearing closed at 5:41pm.

III. 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.

Asotin 4-H and FFA Booster member, Charlotte Tuttle wanted to clarify a statement she made at a previous council meeting. The \$364 she deposited from the sale of concessions at the Holiday craft fair was deposited into the 4-H and FFA Boosters account. She wanted to make sure there was no misunderstanding that the monies were deposited into her personal account. All monies raised through the Asotin 4-H and FFA Boosters goes to the those two groups. Over the past several years \$10,000.00 has been given to those groups for traveling and training to 4-H and FFA events.

IV. CONSENT CALENDAR:

- a. Minutes of November 20, 2018 Budget Workshop**
- b. Minutes of November 26, 2018 Regular Meeting**
- c. Expense Checks-#41506-#41533 \$58,624.06 To Include EFT's
- d. Payroll Checks- #41494-#41505 \$28,949.72 To Include EFT's
- e. Voids-#41469 \$38,509.58
- f. Approval of Unexcused and/or Excused Councilmember's absents

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

V. UNFINISHED BUSINESS:

1. Riverpointe Park

Mayor Bonfield stated she is trying to contact Mrs. Larrabee for more information.

Still waiting to hear back from the attorney to see if there are any legal documents that show the city receiving that piece of the property.

2. 508 3rd Street Variance

Councilmember Schneider stated he was allowed to go on Doug Hinkins property to inspect and evaluate where the pole building was going to be built. At this time he sees no reason not to approve the variance. Doug Hinkins explained how he was going to use the property to build the pole building. The building will be at an angle of the house, come out into the big gravel lot, use the corner of the lot for length which is the reason he asked for the variance and angle out towards the exit bottom of the driveway so he can back in.

Councilmember Schneider stated he felt he had an obligation to look and investigate so he could understand that no views would be lost. Mayor Bonfield asked if the council agreed to allow the variance and allow Doug Hinkins to go forward with the pole building. Council agreed. Motion carries. Variance approved.

VI. NEW BUSINESS:

1. City Sponsored Events- Asotin Days, Craft Fairs and Lighted Christmas Parade

Councilmember Bly stated we discussed this matter in the public hearing.

2. PTBA Route Boarding Comparisons

Councilmember Schneider provided comparison reports from the PTBA boarding routes. He wanted everyone to know how much the PTBA is growing. There has been continuous growth and it is continuing to grow. PTBA produced a couple of TV ads. The word is getting out. The drivers are kind and busses are very clean. It is great to see progress.

VII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

a. 2nd Street Stormwater Project

City Attorney, Jane Richards stated this matter should be cleared up soon.

b. TIB 4th Street Rehabilitation

Mayor Bonfield stated there are issues with the black top asphalt due to weather. The Transportation Improvement Board (TIB) is aware of the situation and it will be corrected before it is accepted.

VIII. CLERK'S REPORT:

1. Past Due Utility Accounts for November

Clerk/Treasurer, Tiffany Rogers reported there were 51 past due utility accounts for November.

2. November 2018 Asotin Municipal Court

The City of Asotin Municipal Court received \$1,367.00 for fines and fees for November. \$794.47 was distributed to the State of Washington. \$9.74 was distributed to Asotin County for Crime Victims. The city received \$562.79.

3. Department of Natural Resources (DNR) Forest Land Response Agreement

Mayor Bonfield explained this agreement is between the Department of Natural Resources (DNR) and the City of Asotin Fire Department. By having this Interlocal Cooperation agreement the City of Asotin Fire Department receives benefits such as applying for grants and surrounding area protection fire resources from outside the fire service District/Department jurisdictional boundaries. Councilmember Paris made a motion to have Fire Chief, Noel Hardin sign the ongoing updated Forest Land Response Agreement. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried.

DEPARTMENTS:

a. POLICE DEPARTMENT:

Police Chief, Monte Renzelman sent an e-mail for his report:

I have been attending the Jail Advisory meetings. The Jail Advisory committee main goal was to evaluate the current jail conditions to see if a new jail was in order, update the current jail, or stay status quo. We found we need a new jail. Right now the jail committee is looking at how to fund this venture with as little impact to the citizens. We are also looking at if there is a "Band-Aid" that needs to be looked at before the new jail comes to fruition. We have looked at building a temporary modular type facility in the parking lot of the current jail, but that has differing opinions. We have reached out to surrounding agencies and entities as well and have Wallowa County OR, Garfield County WA, DOC, Nez Perce Tribe, and Federal all in talks with this process. We are looking at a town hall meeting in the near future as well. There is a lot of work on this and we are making headway. We have had several call outs the last couple of weeks. We are busy, and continue to be active. The Kids and Cops program, we are very active with Walmart and CPD in putting on in a couple days. We, the Asotin Police department, again got the grant to do this through Walmart. It is a great program for the less fortunate children and I am very proud to be part of.

b. CITY ATTORNEY:

City Attorney, Jane Richards stated 2nd Street Stormwater should be cleared up soon.

c. FIRE DEPARTMENT:

City of Asotin Fire Lieutenant, Dwayne Paris reported on the structure fire on 3rd Street. Two City of Asotin Fire Department members were the first on scene within two minutes of the call. One was a prior junior member that graduated from the Junior Fire Fighter Program. City of Asotin Fire Chief, Noel Hardin was already in town. Mutual aid was provided by the City of Asotin Police, Asotin County Sheriff's Department, City of Clarkston Fire Department and Asotin County Fire Department providing services that included CPR on a canine. Good training pays off to make the things work right. The cause of the fire was something electric in the basement. The fire went up the basement floor joists and up in the walls. City of Asotin Fire

Lieutenant, Dwayne Paris wants to give everyone a reminder to water your live Christmas Trees and do not overload the power strips.

d. PLANNING COMMISSION: None

- Next Planning Commission meeting will be Thursday, January 3, 2019 6:30pm

e. ASOTIN MUNICIPAL COURT:

- December Court Date Thursday, December 13th 1:30pm City Hall

2019 ASOTIN MUNICIPAL COURT DATES

Jan 24	July 25
Feb 28	Aug 22
Mar 28	Sept 26
Apr 25	Oct 24
May 23	Nov 21
June 27	Dec 19

f. COUNCIL MEETING:

- Next council meeting will be Thursday, December 27th

COMMITTEE REPORTS:

- a. **Mayor Pro-Tem**–Jennifer Bly
- b. **Administrative Personnel**–Jennifer Bly
- c. **Public Safety (Law Enforcement, Fire Safety, Emergency Services)**–Joe Appleton & Dwayne Paris
- d. **Public Works (Water, Sewer, Utility Franchises)**–Jennifer Bly
- e. **Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider
- 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:

Agenda Related Topics

Joe Appleton- Councilmember Appleton stated the star on the water tank looks great.

Jennifer Bly- Councilmember Bly reported on the Regional Stormwater Management Team meeting. She stated Jeff Wiemer the new manager conducted the meeting. Asotin County Stormwater Coordinator, Jeff Wiemer introduced himself as the new manager. He stated he worked for Stormwater for six years. Councilmember Bly stated there is a slide presentation of all the projects that have been done for the year. It is on the Asotin County Stormwater website. She stated these two individuals featured in the slideshow which includes Jeff Wiemer have designed and done all the work themselves. Since Jeff Wiemer is the new Coordinator it has opened up a new position. Jeff Wiemer stated that were fourteen applicants. It has been narrowed down to four and interviews start next week. Councilmember Appleton stated you have accomplished a lot. Jeff Wiemer stated there used to be twenty nine sweeping routes for the county and now there are only eight routes. Jeff Wiemer stated full width sweeping is done in Asotin twice a year and as needed after a rain storm event. With just two people we are limited on time. During the fall our focus is on leaf removal at

the storm drain areas. Mayor Bonfield stated they do a great job. Jeff Wiemer stated Stormwater was awarded a couple of grants \$200,000 for the Stormwater design only for retrofits with no match monies required. Then will apply for a construction grant. Also, received a \$325,000.00 grant for a new sweeper with a 15% match monies required.

Lori Loseth-None

Dwayne Paris-None

Mervin Schneider-None

MAYOR'S REPORT: None

XI. RESOLUTIONS & ORDINANCES:

- 1. Resolution #2018-641** A Resolution Establishing a New Fund Number (121) Titled Parks Starting in the Year of 2019
Councilmember Bly made a motion to approve Resolution #2018-641 A Resolution Establishing a New Fund Number (121) Titled Parks Starting in the Year of 2019. Seconded by Councilmember Paris. There was no discussion. All Ayes. Motion carried.
- 2. First Reading of Ordinance 2018-837** An Ordinance of the City Council of the City of Asotin, Washington, Amending Ordinance #2017-827 which Adopted the 2018 Budget and Authorizing Necessary Adjustments
Councilmember Bly made a motion to approve the First Reading of Ordinance 2018-837 An Ordinance of the City Council of the City of Asotin, Washington, Amending Ordinance #2017-827 which Adopted the 2018 Budget and Authorizing Necessary Adjustments. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.
- 3. First Reading of Ordinance 2018-838** An Ordinance of entitled an Ordinance Fixing the Assessed Valuation of the City of Asotin for the Fiscal Year of 2019 the Estimated Receipts and Disbursements for the Year 2019 and adopting a budget for the City of Asotin for the Year 2019
Councilmember Appleton made a motion to approve the First Reading of Ordinance 2018-838 An Ordinance of entitled an Ordinance Fixing the Assessed Valuation of the City of Asotin for the Fiscal Year of 2019 the Estimated Receipts and Disbursements for the Year 2019 and adopting a budget for the City of Asotin for the Year 2019. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.
- 4. Resolution #2018-642** A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit the Grant Application and Accept the Grant on Behalf of the City of Asotin for the Transportation Improvement Board (TIB)
Councilmember Bly made a motion to approve Resolution #2018-642 A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit the Grant Application and Accept the Grant on Behalf of the City of Asotin for the Transportation Improvement Board (TIB). Seconded by Councilmember Paris. There was no discussion. All Ayes. Motion carried.
- 5. Resolution #2018-643** A Resolution of the Council of the City of Asotin to Transfer .51 Cents from Fund 412 Waste Water Treatment Plant Construction Fund to Fund 402 Waste Water Treatment Plant
Councilmember Bly made a motion to approve Resolution #2018-643 A Resolution of the Council of the City of Asotin to Transfer .51 Cents from Fund 412 Waste Water Treatment

Plant Construction Fund to Fund 402 Waste Water Treatment Plant. 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 Paris. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:02pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers