

**ASOTIN CITY COUNCIL MINUTES**  
**February 12, 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, Fire/EMS Staff Lieutenant, Dwayne Paris, EMT, Amy Paris, Junior Fire & EMS Personnel, Bradley Bailey, Nicole Connor, David Daily, Mason Devorak, Caitlyn Paris, Nick Rogers

**PRESS:** None

**AUDIENCE:** Charlotte Tuttle, Elaine Greene, Kaela Southwick, Macie Ham, Amira Bonaparte, Mr.& Mrs. Alexander. There were more public present than signed the attendance form.

**III. PUBLIC HEARING: 5:35pm-5:41pm**

Mayor Bonfield stated this is a public hearing for the City of Asotin permit applications for restoring the boat launch at Chief Looking Glass Park. Details can be found at [cityofasotin.org/JARPA](http://cityofasotin.org/JARPA).

Public comments are invited on this project tonight on the following:

- 1) Open record predecision hearing for the Shoreline Substantial Development permit; and,
- 2) Preliminary Mitigated Determination of Non-Significance under the Statewide Environmental Policy Act. Written comments were welcomed by email to: [vkbonfield@gmail.com](mailto:vkbonfield@gmail.com); sent regular mail to c/o Asotin Project Permits, City of Asotin, Box 517, Asotin, WA 99402 or faxed to 509-243-1223. Give everyone and anyone the opportunity.

Resident, Charlotte Tuttle asked how far the city with the permitting is and what the cost is. Mayor Bonfield stated this permit does not cost the city anything. Mayor Bonfield explained the Shoreline Master Plan states the City of Asotin has to do the permitting within the City of Asotin since Asotin County chose not to provide the Shoreline Permit. Mr. Alexander and Charlotte Tuttle stated a dock is a must for elderly and handicap persons.

**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.

Resident Mr. Alexander, 513 1<sup>st</sup> Street wanted to know the location of the impact for the Shoreline Management Permit. Mayor Bonfield stated the application is for the marina and will not have any impact past where the people park at the school or past the church nor the other boat ramp. It is the marina area only. Mr. Alexander commented on the marina design stating he hopes there will be dock access and had concerns about the water flow. Mayor Bonfield showed him the new plans for the marina that includes a dock and a ramp for handicap persons. Mayor Bonfield stated a hydrologist was hired to do the study which includes water flow from Grande Ronde River to the

marina area. The City is working on going forward and has applied for money from the state. Mayor Bonfield stated there are at least sixteen agencies that have to approve the project.

Charlotte Tuttle reported on the Asotin County Commissioners meeting. The Asotin County Assessor and the Asotin County Prosecutor are going to challenge the Department of Fish and Wildlife due to the PILT (Property In-Lieu of Taxes) not being paid to the county. The Department of Fish and Wildlife wants to purchase additional land. Asotin County doesn't think it is right that the Department of Fish and Wildlife can purchase more land and not pay their fair share of property taxes. There is also the issue that the land is not being taken care of. The Asotin County Fair will not be hosting a College Rodeo this year due to the college overbooking. It will be an open rodeo. Asotin County Commissioner, Jim Jeffords attended the legislative session. All the bills that would have affected Law and Justice failed.

**V. CONSENT CALENDAR:**

1. Minutes of January 22, 2018 Regular Meeting
2. Expense Checks- #40659-#40692 \$34,146.18 to include EFT's
3. Payroll Checks- #40647-#40658 \$31,528.48 to include EFT'
4. Voids- None
5. 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. Standing Committee Members for 2018**

Council to send the mayor a list of the committee's they want to be on by the next council meeting.

**2. Shoreline Management Act of 1971 for Shoreline Management Permit**

Mayor Bonfield stated this is another step of the paperwork for the Marina. The document states the City of Asotin to undertake the following refurbish the Asotin Boat Launch, remove sediment, reconfigure the marina opening, the project is within with the Asotin City limits. Within the Snake River and its associated wetlands. The project will be within shorelines of statewide significance (RCW 90.03.350). The project will be located within the Boating Facilities designation. This permit may be rescinded pursuant to RCW 90.68.140(8) in the event the permittee fails to comply with the terms of conditions hereof.

**CONSTRUCTION PURSUANT TO THIS PERMIT WILL NOT BEGIN OR IS NOT AUTHORIZED UNTIL TWENTY-ONE DAYS FROM THE DATE OF FILING AS DEFINED IN RCW 90.58.140(6).** Councilmember Bly made a motion to approve Mayor Bonfield to sign the Shoreline Management Act of 1971 for Shoreline Management Permit to the City of Asotin. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

**VIII. CONSULTANT/CONTRACTOR REPORTS: None**

**Keller Associates, Inc.**

- a. **USDA (Rural Development) Waste Water Treatment Plant Upgrade**
- b. **Cleveland Street Sidewalk Project**
- c. **2<sup>nd</sup> Street Stormwater Project**

## **IX. CLERK'S REPORT:**

### **1. Past Due Utility Accounts for January**

Clerk/Treasurer, Tiffany Rogers reported there were 44 past due utility accounts for January.

### **2. City of Asotin Newsletter**

Mayor Bonfield created a Newsletter that will be placed on the webpage and posted in the post office with hopes of getting information to the public about various topics.

## **DEPARTMENTS:**

### **a. POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated there was another bomb threat at the school. He wanted to thank Asotin County Sheriff's Department and the Drug Task Force and other agencies for their assistance. The following news release was sent to the media. Wednesday February 7, 2018, at approximately 11:10 a.m. we were alerted to a bomb threat made in the High School for 2:45 p.m. The building was immediately evacuated and police, fire, members of the task force and sheriff's department were notified. They arrived on scene and conducted a full-scale sweep of the entire school including the Elementary. Upon completion of the sweep at 1:00 pm the school was deemed all clear and safe. The Asotin School Resource Officer will be completing a full investigation into the incident.

Police Chief, Monte Renzelman stated there is a Spaghetti Dinner Fundraiser for Arlene Jackson on March 17<sup>th</sup> at 5pm at the Asotin County Fair Bennett Building. Arlene Jackson is the wife of Sargent, Destry Jackson of the Asotin County Sheriff's Office and she is battling cancer. Therefore, any donations would be greatly appreciated.

### **b. CITY ATTORNEY:**

City Attorney, Jane Richards stated there is going to be a town hall meeting February 22<sup>nd</sup> at 6:30pm at the Asotin County Annex regarding a new Law and Justice center.

### **c. FIRE DEPARTMENT:**

#### **Address Numbering**

Lieutenant, Dwayne Paris stated he is in several different groups and finding out the inconsistency of numbering on houses is wide spread. There are house numbers on rocks, side of garages, places you wouldn't think to look. It is a situation that needs to be worked on so first responders has a better chance of finding the residents that need their assistance.

#### **Introduction of the Junior Fire Fighters & EMS Volunteers**

Lieutenant, Dwayne Paris stated as first responders you will be put on the spot, so what better opportunity than now. Junior Volunteer Fire Fighters and EMS personnel Senior, Bradley Bailey stated he started the program in June. They train once a month on Sundays for 8 hours and three hours on Thursdays. He stated it is something they all enjoy because it benefits the community. He stated he appreciates the councils support. Senior, Nick Rogers stated it is a lot more than just the seniors that train. We do a lot of work and they have a lot of fun doing it. Senior, David Daily stated it is a lot of hard work at the Asotin Fire Department and the Asotin County Fire Station. Senior, Caitlyn Paris stated she has always got to be a part of the fire department because her parents are volunteers, but the true training of EMS and learning the fire side is a confidence builder. She knows she could save a life. Senior, Mason Devorak stated he trains on the Fire and EMS. It is a fun and enjoyable time. We will be going to HAMMER training to be certified. We also will be going to the EMS Spring Fling in March. This is a great opportunity to give back to the community. Senior, Nicole Conner stated it has given her an insight behind the scenes of training for EMS and the paramedic life. She is interest in going into the

medical field and this gives her the opportunity to explore the options as it helps her to help the community. Lieutenant, Dwayne Paris stated the EMS Spring Fling is a training that will give the students' knowledge and they will be able to go on all calls after the training. Police Chief, Monte Renzelman asked what is hard work? Caitlyn Paris stated learning CPR, learning where things are on the trucks and the hows and whys of the environment you are in. EMT, Amy Paris stated they run through scenarios as being a patient and a medic. Nick Rogers stated Thursday night HAMMER training is from 6pm-9pm at the Asotin County Fire Station. We practice putting on and taking off our gear for a half hour. HAMMER trainer, Jenkins yells at us, and trains us to do search and rescue. We take turns as one group trains and one group watches. It is a great learning experience. It is a lot of hard work and sweat. We go through a few air tanks and a lot of bottled water. Lieutenant, Dwayne Paris stated the students put out a lot of effort and go above and beyond. We sent them threw an obstacle course at the school playground and they go in between places to learn how to save someone. All fire fighters are required to go through HAMMER training. Dwayne stated these students had the privilege to load and unload a pretend patient into the Life Flight helicopter with the roader blades turning. The EMS students are learning to assist with IV's, airways and nose ways. The EMS is the most challenging because they have to always be thinking. Dwayne says kudos to all the students for sticking it out and going through this program. Councilmember Appleton asked if there will be any hazmat trainings. Dwayne stated the only hazmat City of Asotin Fire Department will deal with is propane leaks other than that, the City of Lewiston Hazmat team is called. Councilmember Schneider stated he seen the students training with Life Flight, training with the hoses and going up the ladder. Dwayne stated these seventeen students are dedicated and they love the program. Most of students will be going out of town to college, but they are taking the training with them. Hats off to these students, they make the adults want to train harder. The adults are learning by teaching the students. Councilmember Loseth asked if there will there be an upcoming class after the seniors graduate. Lieutenant, Dwayne Paris stated the junior students will be involved in recruiting and training new students a few months before they graduate.

**d. PLANNING COMMISSION:**

- Next Regular Meeting Thursday, April 5, 2018 7:00pm City Hall

**e. CIVIL SERVICE COMMISSION:**

- Next Regular Meeting Wednesday, February 14, 2018 1:15pm City Hall

**f. ASOTIN MUNICIPAL COURT:**

- Next Court Date Thursday, February 22, 2018 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)**–Jenifer 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 2<sup>nd</sup> Tuesday @ 7:30am Tri-State Hospital
- i. **Asotin County Health District** - Vikki Bonfield 4<sup>th</sup> Monday @ 1pm Asotin County Annex
- j. **PTBA** - Mervin Schneider 2<sup>nd</sup> Wednesday @ Clarkston PTBA Bldg 15<sup>th</sup> Street
- k. **MPO Technical Advisory Committee** - Bob Portlock 4<sup>th</sup> Wednesday @ 1:30pm Lewiston Public Works Bldg
- l. **MPO Policy Board**–Vikki Bonfield 2<sup>nd</sup>Thursday @ 4pm Lewiston Public Works Bldg

**X. COUNCIL COMMUNICATIONS:**

**Mervin Schneider-** Councilmember Schneider provided a chart of the Green Line Bus that serves Asotin. It shows the increased rates of passengers from 2010-2017 and the different times of the year that have the most and the least usage. January 2010 average of 600 passengers and 2017 average of 950 passengers.

**Joe Appleton-** Councilmember Appleton had a concern about the Public Works Department work load. Mayor Bonfield asked Councilmember Appleton to take one day and ride a around with them and he would understand completely what they do. The light on the Memorial Bridge for the flag needs to be a better quality light. The trees on Costly Lane by the bridge need trimmed.

**Jennifer Bly-**None

**George Tucker-**None

**Lori Loseth-** None

**MAYOR'S REPORT:**

Mayor Bonfield has been working on the FLAP Grant for the Marina bathrooms and parking lot. She is also working on an USDA Grant for water meters and piping to be installed before the overlay TIB project starts on 4<sup>th</sup> Street. The pipes on 4<sup>th</sup> Street are forty-five year old galvanized pipes. When construction starts the impact of equipment hitting the road will break the water lines. Therefore, the grant will pay for the new pipes and water meters to be installed before the project begins.

**XI. RESOLUTIONS & ORDINANCES:**

1. **Resolution #2018-608-** A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit and Accept a Grant on Behalf of the City of Asotin for the Transportation Improvement Board (TIB). Councilmember Bly made a motion to approve Resolution #2018-608- A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit and Accept a Grant on Behalf of the City of Asotin for the Transportation Improvement Board (TIB). Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.
2. **Resolution #2018-609-** A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit and Accept the Grant Application on Behalf of the City of Asotin from the State of Washington Department of Ecology Funds for \$685,000.00 for the Second Street Municipal Stormwater Improvements Financial Assistance Program. Councilmember Schneider made a motion to approve Resolution #2018-609- A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit and Accept the Grant Application on Behalf of the City of Asotin from the State of Washington Department of Ecology Funds for \$685,000.00 for the Second Street Municipal Stormwater Improvements Financial Assistance Program Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried.
3. **Resolution #2018-610** A Resolution of the Council of the City of Asotin Constituting Final Acceptance of the 2013 Shoreline Master Plan Program Grant. Councilmember Bly made a motion to approve Resolution #2018-610 A Resolution of the Council of the City of Asotin Constituting Final Acceptance of the 2013 Shoreline Master Plan Program Grant. Seconded by Councilmember Appleton . There was no discussion. All Ayes. Motion carried.

**4. Resolution #2018-611** A Resolution of the Council of the City of Asotin Amending Ordinance #06-679 to Include Updated Washington State Sick Leave Laws and Add Social Media Policy. Councilmember Schneider made a motion to approve Resolution #2018-611 A Resolution of the Council of the City of Asotin Amending Ordinance #06-679 to Include Updated Washington State Sick Leave Laws and Add Social Media Policy. Seconded by Councilmember Appleton. 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 6:22pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers