

ASOTIN CITY COUNCIL MINUTES
January 8, 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, George Tucker

STAFF PRESENT: Clerk/Treasurer, Tiffany Rogers, Police Chief, Monte Renzelman, Public Works Superintendent, Bob Portlock, City Attorney, Jane Richards, Fire/EMS Dwayne and Amy Paris

PRESS: Lewiston Morning Tribune, Kerri Sandaine

AUDIENCE: Dave Weissenfels, Charlotte Tuttle, Kevin & Kerry Cope, Elaine Greene, Candy Becker, Janet Truitt, Ben Smith, Talon Prohaska, Chris Clark, Keller Associates, Inc. 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.

Charlotte Tuttle reported on the Asotin County Commissioners meeting.

1 Minutes of December 26, 2017 Regular Meeting

2 Expense Checks- #40558-#40613 \$135,698.07

3 Payroll Checks- #40536-#40557 \$37,266.57 also included are EFT dollar amounts

4 Voids- #40545-#40552

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. Councilmember Bly made a motion to approve the absents of Councilmember Schneider. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

V. UNFINISHED BUSINESS:

1. Dave Weissenfels 2nd Street extension acceptance

Mayor Bonfield stated Dave Weissenfels was correct with the information he provided and the previous minutes indicated the city agreed to take back the 2nd Street extension. Councilmember Bly made a motion to accept the 2nd Street extension. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried. Dave Weissenfels stated his attorney is preparing the deed and will be sending a letter. City Attorney, Jane Richards would like to review the letter first before approving the deed.

VI. NEW BUSINESS:

1. Swearing in of Newly Elected Officials Appleton, Schneider, Tucker

Clerk/Treasurer, Tiffany Rogers administered the Oath of Office to Councilmember Appleton and Tucker. Next meeting Clerk/Treasurer, Tiffany Rogers will administer the Oath of Office to Councilmember Schneider.

2. Kevin and Kerry Cope requesting an Easement at 417 Cleveland Street

Resident, Kevin and Kerry Cope asked the council for an easement to their property located at 417 Cleveland Street for purposes of driving across the property. Since the city recently had a city lot surveyed that is located by 417 Cleveland Street the Cope's could see the corner markers. He stated his property is landlocked and it looks like there is five feet of the city property that is needed to be accessed for driving purposes. He stated Asotin County owns property also and that Asotin County has already agreed to an easement on their part. Mayor Bonfield stated water lines runs through the road way. Mayor Bonfield will go to Alliance Title for more information. Kevin Cope stated he will get a survey and description and it will be placed in a deed for future owners to know there is an easement.

3. Approval of the reversal of the Short Plat Tuttle Addition

Mayor Bonfield stated Charlotte had attended a council meeting which the council agreed for Charlotte to go forward with the reversal of the Short Plat. However, this has to be done with a motion from the council to proceed forward. Councilmember Bly made a motion to approve the reversal of the Short Plat Tuttle Addition at the request of Charlotte Tuttle the owner of Lot 2 and Lot 3 of "Short Plat Tuttle Addition" Asotin, County, Washington, recorded under instrument No. 256345 records of Asotin County, Washington; which has been combined into one parcel, is hereby requesting that this existing parcel be segregated back into two Lots, Lot 2 and Lot 3 as shown on the original "Short Plat Tuttle Addition". Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

VII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

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

b. Cleveland Street Sidewalk Project

Public Works Superintendent, Bob Portlock stated Morgan Industries was the low bidder for the Cleveland Street Sidewalk project. At the suggestion of Morgan Industries the project will start in March for weather purposes.

c. 2nd Street Stormwater Project

Chris Clark, Keller Associates, Inc. presented to the council the options for the 2nd Street Stormwater project. There were four bids with Western being the lowest bidder which was far less than what the engineers was. The City of Asotin was one out of three cities to receive this grant funding which was designated at 75% grant and 25% match through a loan. To complete the entire project would be \$361,000.00. The City has Capital Funding through the Asotin County Stormwater budget that would cover the expense of the loan payment. Chris Clark, Keller Associates, Inc. asked the council do you want to do this project as a whole or in pieces. Public Works Superintendent, Bob Portlock met with Regional Stormwater Director, Matt Carlson and confirmed the Stormwater fund has \$30,000. Mayor Bonfield stated if we break it down into pieces there is no guarantee we will get funding for the rest of the stages. If we do the whole project now, it will be paid, and it will eliminate water from 2nd Street. The design is for the soil to absorb all the water therefore it will not contaminate the water source. Councilmember Bly stated the

Port of Clarkston has used Western and they have done a great job. Councilmember Bly made a motion to accept the lowest bidder which was Western to complete the entire project with all parts included with a 20% contingency. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.

VIII. CLERK’S REPORT:

1. 2018 Regular Council Meeting Dates

Clerk/Treasurer, Tiffany Rogers asked the council if they would like to change the council meeting that is scheduled for Monday, December 24th which is Christmas Eve. What day would you like the council meeting to be. The council chose Thursday, December 27th.

2. December 2017 Past Due Utility Accounts

Clerk/Treasurer, Tiffany Rogers reported there were 42 past due utility accounts for December.

3. December 2017 Asotin Municipal Court

The City of Asotin Municipal Court received \$1,476.00 for fines and fees for December. \$842.31 was distributed to the State of Washington. \$10.89 was distributed to Asotin County for Crime Victims. The city received \$622.80.

DEPARTMENTS:

a. POLICE DEPARTMENT:

Yearly Stats	2017	2016	2015	2014
Total Calls	753	804	749	522
Adult Arrests	58	66	38	19
Juvenile Arrests	8	8	1	4
Traffic Stops	831	633	468	28
Citations				
Infractions Traffic	283	133	16	
Infractions Non-Traffic	0	0	0	
Criminal Traffic	23	16	2	
Criminal Non-Traffic	17	17	7	
Total Citations	323	166	25	

300 Chief Follow up on cases, Office duties, Schedules, Trainings, State Mandates, Public Records Requests, Meetings, court bailiff

301 SRO Duties in school, Assist patrol

302 Officer Patrol, Traffic, Case as come in

303 Res. Officer Patrol, Traffic, Case as come in

Police Chief, Monte Renzelman stated the numbers will be dropping off in the next year, cannot keep up with those numbers with the decreased staff.

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT:

Home Address Markings

Lieutenant, Dwayne Paris stated there are still 16 juniors out of the 20 that signed up for the Junior Firefighting Program. Five of those will be attending the academy for live fire training in March. He stated these kids are so dedicated that the Asotin Fire Fighter Association wants to show its appreciation to them by setting up a scholarship fund for the seniors. It has been interesting watching them change.

They are a great group of kids. Four EMS students will be responding to calls soon. The seniors will be attending a council meeting to introduce themselves. Lieutenant, Dwayne Paris stated he has been out on a couple of calls where two addresses don't exist. There are no markings on the houses. There is a house below Garfield but you have to use a different street to get there. The trailer park on 4th Street is also difficult to tell where the addresses are located. When you are paged out at 2am or 3am in the morning it is difficult to see for the EMS calls. If it's a fire call you just follow the smoke. With the five new juniors it will be doubling the size of the fire department, but they don't know where anybody lives. As time passes, fireman and women retire and they retire that information with them. Having addresses marked could mean seconds for someone's life. Lieutenant, Dwayne Paris was hoping the council could draft a letter stating that addresses need to be clearly marked and visible. Also giving them dimensions, size, color, placement and/or if there is an ordinance that dictates this information. The juniors are willing to walk the streets and leave the letter and help place numbers on the houses. He is asking that language be placed in the letter that states if you cannot afford it then for there to be a response area and the council and fire department could see if funding was available from an outside source. Lieutenant, Dwayne Paris stated Dispatch has a GPS locator that is on their phones, but GPS does not work in Asotin and GPS is not on the fire department trucks. Public Works Superintendent, Bob Portlock will get a copy of the city map that has names and addresses for the fire department. Dispatch is very helpful and does a great job, but they are not familiar with the area and some places are harder to find than others. Police Chief, Monte Renzelman will contact the 911 Coordinator and Asotin County Emergency Management, Mark Janowski to see they have any financial assistance available or any suggestions.

d. PLANNING COMMISSION:

- Next Regular Meeting Thursday, March 1, 2018 7:00pm City Hall
Elaine Greene stated the Planning Commission met and elected new officers. Jenni Light is the Chair, David Risley is the Vice Chair, and Mercia Neace is the Secretary. The next meeting will be March 1st. Dave Risley will be sending an e-mail asking for re-appointment as his term is expiring.

e. CIVIL SERVICE COMMISSION:

- Next Regular Meeting Wednesday, January 10, 2018 1:15pm City Hall

f. ASOTIN MUNICIPAL COURT:

- Next Court Date Thursday, January 25, 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)**–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-Absent

Joe Appleton-None

Jennifer Bly-None

George Tucker-None

Lori Loseth-None

MAYOR'S REPORT:

JARPA, SEPA, MDNS

Mayor Bonfield stated the next step to the Asotin Boat Launch and Jetty Restoration is preparing The Joint Aquatics Resource Application (JARPA), Statewide Environmental Permit Act (SEPA) and the Mitigated Determination of NonSignificance (MDNS) for the permitting process. This is a start in making positive progress on the two types of permits handled by local governments. The U.S. Army Corp of Engineer's is continuing to make progress on permits that are federal only. There are fifteen agencies that must review and approve the recommendations. Therefore, a public hearing will be held at City Hall February 12th at 5:35pm for public comment for making a decision on the Shoreline Substantial Development permit. The above mentioned documents have been placed on the City of Asotin's website and can be reviewed at www.cityofasotin.org. Mayor Bonfield would like the council to approve the MDNS which states there is not anything out there that should stop the city from getting this project completed. Port of Clarkston Manager, Wanda Keefer and Port of Clarkston Auditor, Jennifer Bly has helped prepared the documentation for approval to go forward with each of the projects. Councilmember Loseth stated this is an incredible amount of work and thanked the Mayor and Jennifer Bly for working on this project. Councilmember Tucker made a motion to approve that these documents be signed including the "Preliminary" Mitigated Determination of NonSignificance and for the Mayor to proceed forward with this project. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.

FLAP FUNDING

Mayor Bonfield has been working on the FLAP Funding to rehabilitate the bathrooms and parking lot behind the tennis courts.

ASOTIN BOAT LAUNCH AND JETTY RESTORATION

Mayor Bonfield met with a representative from the governor's office about the funding for the Asotin Boat Launch and Jetty Restoration.

XI. RESOLUTIONS & ORDINANCES:

- 1. Second Reading of Ordinance #2017-821** An Ordinance Vacating a Certain Portion of a Platted Alley and Providing for the Effective Date Thereof. Councilmember Tucker made a motion to approve the Second Reading of Ordinance #2017-821 An Ordinance Vacating a Certain Portion of a Platted Alley and Providing for the Effective Date Thereof. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.
Suggestion was made to keep the gates open during the Christmas and Fair parades.

EXECUTIVE SESSION: RCW 42.30.110 - None

ADJOURNMENT: Motion to adjourn the meeting made by Councilmember Bly. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:34pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers