

**ASOTIN CITY COUNCIL MINUTES**  
**June 25, 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, Deputy Clerk, Tina Davidson, Police Chief, Monte Renzelman, City Attorney, Jane Richards, City of Asotin Fire Chief, Noel Hardin, City of Asotin Fire Lieutenant, Dwayne Paris, City of Asotin Fire Captain Shawn Balzer, City of Asotin Firefighter, Mike Cooper, EMS Personnel, Amy Paris, Junior Fire/EMS Bradley Bailey, Nicole Conner, David Daily, Caitlyn Paris, Nick Rogers

**PRESS:** Greg Craber, Daily Fly

**AUDIENCE:** Stillman Norton, Keller Associates Inc., Elaine Greene, Jo Anne Miller, Elaine Nagle, Kenzie Paris, Jody Conner, Stan Bailey, Julie Bailey, Brian Bailey, Melissa Bailey, Angie Wiemer, Bill Daily, Mary Ellen Daily, Candy Becker. There were more public present than signed the attendance form.

**III. PUBLIC HEARING:** None

**IV. ORAL COMMUNICATIONS- PUBLIC COMMENT:** None

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.

**V. CONSENT CALENDAR:**

- a. Minutes of June 11, 2018 Regular Meeting**
- b. Expense Checks-** #41067-#41096 \$401,025.98
- c. Payroll Checks-** #41059-#41066 \$15,575.84 to Include EFT's
- d. Voids-** #41013
- e. 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.

**VI. UNFINISHED BUSINESS:** None

**VII. NEW BUSINESS:**

**1. Asotin Fire Department Pinning Ceremony**

City of Asotin Fire Lieutenant, Dwayne Paris explained the junior program started just over a year ago. Firefighter, Mike Cooper has been with the department for two years. The juniors have been volunteering and they are dedicated to help our community. That is why they will go from the junior program to the status of full-

fledged firefighters and EMS Personnel. Bradley Bailey, Nicole Conner, David Daily, Caitlyn Paris, and Nick Rogers. City of Asotin Fire Lieutenant, Dwayne Paris stated we are missing one junior that would have been pinned tonight, but he is already employed for the summer in Idaho as a firefighter. Mike Cooper will also be pinned as well. Asotin Fire Chief, Noel Hardin, stated usually the badge pinning ceremony is a large pomp and circumstance ceremony, however, we wanted to do it here for the council. Asotin Fire Chief, Noel Hardin thanked everyone for being here and looks forward to working with you for a long time. Nationwide there are over 70,000 volunteer firefighters. Asotin Fire Chief, Noel Hardin Noel thanked City of Asotin Fire Department Lieutenant, Dwayne Paris as this is a milestone for City of Asotin and he couldn't ask for a better group to help the community. They give a lot of hours and have people setting up to train. He is hoping this group will continue with fire/ems services in no matter what community they live in. Asotin Fire Chief, Noel Hardin administered the Firefighter Oath of Office. A family member was invited to pin their junior. Mayor Bonfield said thank you for giving us the honor to do this ceremony.

## **2. Elaine Nagle Discussion of 2<sup>nd</sup> Street Stormwater Project**

Resident Elaine Nagle of 1005 2<sup>nd</sup> Street stated she is here to get help. She has always been a good neighbor. She has located eighteen noxious weeds that are harmful weeds that are growing in her yard. These are plants that are growing, they produce a lot of seeds and they stay in the soil. These are wasteland weeds. The soil that was brought back into her yard is very poor soil and has rocks in it. She tried to pick the weeds. If she sprays the weeds, she will kill the grass. Her question to the council is how she can be a good neighbor if she has these harmful weeds growing in her yard and the wind blows the seeds to the other neighbor's yards. The grass is not growing. Elaine Nagle asked Mayor Bonfield and the council what do I do now to keep that part of 2<sup>nd</sup> Street looking nicely. Stillman Norton of Keller Associates, Inc. stated the first thing he wants everyone to know, is the contractor Western Construction is not finished with the 2<sup>nd</sup> Street Stormwater project. They still have to take care of few items that are on the punch list and Elaine's lawn is on the punch list. The City is holding the 5% retainage for the punch line items. If they don't take care of it, there are a number of tools we can use. Use their Performance Bond and/or have another company come in and fix it. Items have to be placed back like the original if not better. Stillman Norton will see what source and where they got the soil from for Elaine's yard. Sometimes they don't like to put the old top soil back due to it is not the correct soil for drainage. Stillman Norton stated he did notify the contractor that the top soil did have rocks. They will be following the contract and we will be holding them to the contract. Stillman Norton was not aware of the weed issue until now. Elaine Nagle stated there are five other homeowners addressing the same issue. Elaine Nagle will provide those names and addresses to Stillman Norton. Councilmember Bly asked which folks were or was not involved in the pre-construction. This isn't a project that started a year ago. 2014 is when the planning initially started. Stillman Norton stated the plans are on file for anybody to look at. Keller Associates, Inc. looked at many areas for water runoff such as from the river, up the mountain, looked at how much water would be generated during storm events. The decision to place the Stormwater project on 2<sup>nd</sup> Street was based off of many factors. 2<sup>nd</sup> Street was in much better shape. 1<sup>st</sup> Street and 3<sup>rd</sup> Street already had infrastructure in place. You have to capture the runoff, they do not want you piping into the river. They want to see you treat things locally. During the planning technical advisory meetings, resident Doug Holland and city staff were involved. It was not an open invitation to every resident on 2<sup>nd</sup> Street. Presentations were given at city council meetings. Elaine Nagle's corner did not

have any conflicts for installation, therefore, the area was used to install the large underground equipment. Elaine Nagle is worried about contaminated water, how is the water going to be purified going through the water, how are the chemicals going to be taken out. Stillman Norton has reports of how they are going to be removed. Residents can look at the Department of Health Table 4 onsite WAC 246-27-A June 2017 to help clarify sewage facility 100% contaminated water. Councilmember Paris asked if Stillman Norton could take pictures of what Elaine Nagle's yard looks like now for future references. Stillman stated yes he will do that. Councilmember Bly wanted to address the notification to people on 2<sup>nd</sup> Street. Stillman Norton stated it is customary to have the contractor to address the homeowners, since they know what equipment they are bringing in. It was in the contract that they were to notify the residents, and in the preconstruction meetings. The contractor told Stillman Norton they knocked on doors and placed door knockers. Stillman Norton stated he follow up with the contractor several times, but did not follow up with the citizens since the contractor stated they followed up with the citizens. Stillman Norton also stated if the city wants him to talk to the residents on future projects he is more than willing to do so. It would need to be stated in the Scope of the work. This way it is not left up to the contractor. However, it is standard practice that the contractor notifies the residents of the project.

## **VIII. CONSULTANT/CONTRACTOR REPORTS:**

### **Keller Associates, Inc.**

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

Stillman Norton, of Keller Associates, Inc. stated the Waste Water Treatment Plant is operating as it should be. Keller Associates, Inc. is waiting to close out the paperwork. Therefore, the 5% retainage has not been paid. That will not be paid until all paperwork is completed. Three agencies have to sign off that all taxes and liens have been paid by the contractor and sub-contractor.

#### **b. 2<sup>nd</sup> Street Stormwater Project**

Elaine Nagle wanted to thank Stillman Norton for the open communication.

Councilmember Appleton stated Keller Associates, Inc. has done an outstanding job for the City of Asotin.

Stillman Norton stated since the 4<sup>th</sup> Street project is starting to draw near, it is time for a Citizens/Residents meeting.

Stillman Norton stated he is available to attend as many council meetings as needed.

Stillman Norton stated this community is very important to him. He has been here for six years and the City of Asotin is one of his longest personal clients. It just used to be him in the office. The business has grown so much now there are seven employees in the office. Mayor Bonfield and the council stated thank you for your service.

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

- 1. Asotin County Health District donated professional "No Smoking" including E-cigarette signs to place in the workplaces and city parks where children may be**  
Clerk/Treasurer, Tiffany Rogers wanted to thank the Asotin County Health District for asking the City of Asotin if "No Smoking" signs were needed at city locations. Sundie

Hoffman of the Asotin County Health District was working on the “No Smoking” where children are campaign. She was able to obtain twelve professional signs for the City of Asotin that state “No Smoking” including E-cigarette signs to place in the City of Asotin workplaces and parks where children may be. Public Works Superintendent, Bob Portlock will be placing these signs at city hall, parks, marina, community center and the tennis and basketball courts.

**2. Town Hall Meeting Tuesday, June 19th @ 6:30pm discussion of Fire, Police, Marina and Levy Lid Lift**

Clerk/Treasurer, Tiffany Rogers stated there were twenty some people who attended the Town Hall Meeting. It was a good meeting with great suggestions, questions and concerns. The council would like to have another meeting in October.

**3. Fireworks City of Asotin Regulations July 3rd 9am-11pm July 4th 9am-Midnight July 5th 9am- 11pm ONLY Ordinance #2016-800**

Clerk/Treasurer, Tiffany Rogers stated per Ordinance #2016-800 that was created July 1, 2017, the state fireworks law, Chapter 70.77 RCW, is adopted by reference as and for the fireworks ordinance of this city as if set forth in full in this chapter, together with all future amendments and revisions to that law, except as otherwise provided or limited by the provisions of this chapter. The rules and regulations of the State Fire Marshal, as authorized by RCW 70.77.250, which are necessary to carry out the provisions of the state fireworks law, are adopted by reference, together with all future amendments and revisions to those rules and regulations. Approved consumer fireworks, as defined by RCW 70.77.136, may be discharged within the City of Asotin only on July 3rd between the hours of 9:00 a.m. and 11:00 p.m., on July 4th between the hours of 9:00 a.m. and 12:00 midnight, July 5<sup>th</sup> between the hours of 9:00a.m. and 11:00p.m., and between the hours of 6:00 p.m. on December 31st and 1:00 a.m. on January 1st. Consumer fireworks may not be discharged within the City of Asotin at any other time. Any person convicted of a violation of this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed \$1,000 or by imprisonment in jail for a period not to exceed 90 days, or by both such fine and imprisonment.

- (a) For the first violation, the fine shall not be less than \$250.00 and the first \$100.00 of the fine may not be suspended or deferred plus restitution for any damages to persons or property.
- (b) For the second violation, the fine shall not be less than \$500.00 and the first \$200.00 may not be suspended or deferred, plus restitution for any damages to persons or property.
- (c) For the third violation, the fine shall not be less than \$1000.00 and the first \$500.00 may not be suspended or deferred plus restitution for any damages to persons or property.

**4. Dog Licensing Ordinance Chapter 6.12**

Clerk/Treasurer, Tiffany Rogers stated she has been sending letters to all homeowners with regards to Dog Licensing. The City is unaware of who does and does not have dogs, therefore, a letter with a dog license application is being mailed to each homeowner. If your dog is picked up by the police and you have not paid a Dog License fee, and your dog is not wearing the tag, your dog will be taken to the Lewis Clark Animal Shelter. The City does not have a chip reader. The shelter will charge the owner a fee for housing and your dog will be given all vaccinations AGAIN. This will be an additional fee on your part. The Lewis Clark Animal Shelter also charges the city \$35.00 for each dog that is received. However, if your dog does have a visible license, the city is able to look to see who the owner is of the license number. Then the dog can be returned to the owner at no cost from the city. The office staff

works diligently to return lost dogs in the City of Asotin by posting them on Facebook. However, city hall is only open from 9:00am-5:00pm Monday-Friday. With the 4<sup>th</sup> of July coming up, the city encourages every homeowner that has not paid for a dog license to get your dog license as soon as possible. The fee for an unaltered dog is \$25.00 yearly. Life Time spayed or neutered is \$50.00. Replacement tags are \$10.00. Ordinance 6.12.010 states: The keeping of dogs within the limits of the city is forbidden unless the owners, custodians or keepers or those harboring thereof shall procure a license for each dog if over four months of age as provided in this chapter, except this requirement will not apply to a nonresident keeping a dog within the municipality for no longer than 60 days. Councilmember Paris stated it might be a good idea to take pictures of the dogs when they get their license. Have a day to take pictures and get vets involved for tracking purposes.

**DEPARTMENTS:**

**a. POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated there is a flyer for the safe and sane fireworks. Police Chief, Monte Renzelman stated his department tries their best to return lost dogs, and it is a lot easier if the dog is wearing their dog license tag. However, at times the only option is to take them to the animal shelter. If you lose your dog, call dispatch at 509-758-2331 because the police call in the description of the lost dog they have and then dispatch can reference the list of lost dogs they have on file.

**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, July 11, 2018                      1:15pm                      City Hall

**f. ASOTIN MUNICIPAL COURT:**

- Next Court Date Thursday, June 28, 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 & 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 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
- m. **Stormwater** - Jennifer Bly                      Quarterly 2<sup>nd</sup> Monday @ 3-5pm Asotin County Annex

## **X. COUNCIL COMMUNICATIONS:**

### **Agenda Related Topics**

**Joe Appleton-** None

**Jennifer Bly-** Councilmember Bly stated her personal opinion would be to ban fireworks. Resident, Jo Anne Miller agreed. Asotin Fire Captain, Shawn Balzer asked the council what it would take to get that started. Police Chief, Monte Renzelman stated it takes a year for it to go into effect. Councilmember Paris discussed making the marina area a designated safe area for lighting fireworks. Councilmember Paris stated there have been residents that have used the marina area and he stated they have done a great job of cleaning up the spent fireworks.

**Lori Loseth-** Councilmember Loseth stated she would like to see subcommittees meet on some of the things that were discussed at the town hall meeting such as the PUD consolidated and police calls. It would be nice to have back ground to suggestions and then be able to follow up at the next town hall meeting. Councilmember Loseth stated she would be willing to follow up and be responsive for the next town hall meeting. Councilmember Loseth wanted to recognize the Asotin Fire Department and what a special thing it is to see the spirit of volunteerism and community mindedness. We don't get to see that often. Councilmember Loseth stated the representatives and council want Dwayne Paris to know how much you are appreciated for spear heading the junior fire program.

**Dwayne Paris-** Councilmember Paris thanked the council for having the badge pinning ceremony here in front of the council and make it official as it was important to them. We are hoping to have pinning every year with new junior fight fighters coming on board. This badge is only for this community. The badge was revamped five years so it would be specific to fire, ems and the City of Asotin. Councilmember Loseth stated she feels a ceremony is important and she thanks you for bringing them. Councilmember Paris stated he would challenge everybody to have the dedication each one of these students have.

**Mervin Schneider-** Councilmember Schneider asked if we still have the goose lights. Mayor Bonfield stated one was stolen.

### **MAYOR'S REPORT:**

Mayor Bonfield stated there is grant funds available through St Joseph Regional Hospital. They had to give 22 million back to the community. The grant funds are to be used for health type issues or updating children's equipment such as applying for outdoor exercise equipment for the City Park and/or Chief Looking Glass Park. The letter of intent has to be turned in by Friday. Once they receive it, they will get back to you then you fill out the application. This does not cost the city any money. There are no matching funds that have to be paid. There is \$250,000 for this year. Mark Havens is the Chairman. Council agreed to send letter of intent.

## **XI. RESOLUTIONS & ORDINANCES:**

- 1. Resolution 2018-621** A Resolution of the City Council of the City of Asotin, Washington, Providing for the Submission of a Proposition to the Qualifying Voters of the City of Asotin at the November 6, 2018 General Election for their Ratification or Rejection, Providing for Authority to Levy an Increase in the Regular Property Tax Levy at the Rate of \$3.15 per \$1,000 of Assessed Value Which is in Excess of the Limit Factor Established in RCW 84.55.005 and 84.55.010; Setting Forth the Ballot Proposition; Directing the City Clerk to Certify to the County Auditor a Certified Copy of this Resolution; and Providing for Other Matters Properly Related Thereto  
Tabled until next meeting of July 9<sup>th</sup>. Councilmember Paris would like committee reports and feed back to verify the dollar amount that is being asked for on the Levy Lid Lift is accurate and where any excess funds would be distributed.

**EXECUTIVE SESSION: RCW 42.30.110 - None**

**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 6:47pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers