

ASOTIN CITY COUNCIL MINUTES
October 22, 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: None

AUDIENCE: Elaine Greene, Oscar Bly, Charlotte Tuttle, Erica Edens, Rebecca Pendergrass, Kiera Chestnut, Cayley Rooker

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.

Resident, Elaine Greene stated the State Highway School Light is still not working. Deputy Clerk, Tina Davidson is working with the State of Washington and they will resolve the issue soon.

Resident, Charlotte Tuttle, stated she attended the Asotin County Commissioners meeting today. Auditor, Darla McKay reported there was a postage error on the ballots, but not to worry about the prepaid postage, Asotin County will pay for postage.

V. CONSENT CALENDAR:

a. Minutes of September 24, 2018 Regular Meeting

b. October 9th Meeting Cancelled due to no quorum

c. Expense Checks- #41349-#41377 \$95,792.81 #41386-#41413 \$18,372.89

d. Payroll Checks- #41337-#41348 \$26,999.96 To Include EFT's #41378-#41385 \$14,544.79

e. Voids- #41277 \$49.79 #41355 \$30.96

f. 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:

1. Riverpointe Park

Mayor Bonfield stated a drawing proposal was received by the Riverpointe residence. Also the Mayor stated a person is interested in purchasing the lot. However, the Mayor cannot locate a legal document such as a deed that shows the City of Asotin owning the park.

Conversations and the plat map states it was going to be given to the city but there is no legal documentation such as a deed. Mayor Bonfield stated she has a phone call into Mrs.

Larrabee regarding a deed. Mayor Bonfield stated she also contacted contractor Warren Watts, Keltic Engineering, Asotin County Assessor and Asotin County Auditor to try to locate a deed. Elaine Greene asked if someone bought it what would they do with it. Mayor Bonfield stated build on it. Although it was an old landfill the person stated you just dig it out and replace with new dirt. City Attorney, Jane Richards stated to be aware of any covenants that may pertain to blocking the view if a house was to be built there.

VII. NEW BUSINESS:

1. L/C Moose Lodge #751 Special Occasion Licenses located Asotin County Fair Grounds (Bennett Building) Asotin WA Licenses to sell beer, wine, spirits on November 3rd 5:00pm-11:30pm

A Special Occasion Licenses has been sent to the City of Asotin from the Washington State Liquor and Cannabis Board for approval or denial for an event to be held November 3rd at the Asotin County Fair Grounds (Bennett Building) put on by L/C Moose Lodge #751 from 5:00pm-11:30pm to sell beer, wine, and spirits. Charlotte Tuttle mentioned if this is the liquor licenses for the Asotin County Fair & Rodeo Coronation that date has been changed to November 10th. Councilmember Bly stated she will call the contact person to see if the dates have been changed and to inform them the City of Asotin has not received any paperwork stating the date change. The Asotin City Council had no concerns about this event for either date. It is approved.

2. Keller Associates, Inc. Consultant's Agreement to prepare an Asotin Wastewater Treatment Facility O&M Manual

The City of Asotin has requested that Keller Associates prepare an Operation and Maintenance (O&M) Manual for the City of Asotin Wastewater Treatment Facility pursuant to requirements in the City of Asotin recent National Pollutant Discharge Elimination System (NPDES) permit. The existing permit requires that the City of Asotin prepare and submit an O&M Manual to the Washington Department of Ecology (Ecology) by no later than July 15, 2019. Preparation and submission of the O&M Manual will be completed under the guidelines of the Washington Administrative Codes and the Criteria for Sewage Works Design Table G1-3. Total cost will be \$22,500 and paid from the Waste Water Treatment Fund. Councilmember Appleton made a motion to approve Keller Associates, Inc. Consultant's Agreement to prepare an Asotin Wastewater Treatment Facility O&M Manual. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried.

3. Par Hawaii, Inc (Cenex, Zip Trip) Liquor License Renewal Application to sell grocery store-beer/wine/spirits retailer

The Asotin City Council had no concerns with continuing this license. It is approved.

VIII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

a. 2nd Street Stormwater Project

Update on litigation will be presented in executive session by City Attorney, Jane Richards.

b. TIB 4th Street Rehabilitation

Work is scheduled to be completed by November 8th.

IX. CLERK'S REPORT:

1. LIONS Club Diaper Drive for FosterWA October 12th after the Asotin Panther Football game Free Chili Dogs with donation of diapers

The Asotin Lions Club would like anyone coming to the October 12th Asotin HS football game to help us with a need for FosterWA. They are in need of diapers for kids in foster care. After the football game the Asotin Lions will serve up chili dogs with all the fixins' all you need to do is be there with a package of diapers and get your free chili dogs and a soda, water or coffee. This is a need in our community that we would like your help with. We look forward to seeing you. This fundraiser brought in 5,000 diapers and over 1,400 wipes.

2. Past Due Utility Accounts for August

Clerk/Treasurer, Tiffany Rogers reported there were 50 past due utility accounts for August. However, more than half came into pay after the report was created, therefore, there were only 20 delinquent accounts.

3. Free Community Halloween Trick-R-Trunk Event Saturday, October 27th 4pm-7:30pm Asotin County Rodeo Grounds, sponsored by the Asotin County Fair & Rodeo

The Asotin County Fair & Rodeo will be blocking off the Fairgrounds Road for safety. Cars will park in the main parking lot and everyone will walk to the upper grounds. Hot Dogs and Coke products will be free of charge in the Bennett Building. The hot dogs were donated by Par Hawaii (Zip Trip), Rosauers, and hot dog buns donated by Snyder Bakery. There will be representation at the Truck-R-Trunk event from the City of Asotin Fire, City of Asotin Police, and City of Asotin Administration staff. Asotin County Sheriff's Department, Inland Cellular, Naslund Disposal, Rogers Motors, Bean Marine, Peters & Keatts Equipment, Snake River Grounds, Costco, Century 21, Coca Cola and other local businesses will be participating. Free admission and free parking. The costume contest will start at 6:30pm it is for all Ages.

4. Asotin's 2018 Holiday Craft Fair November 3rd Asotin High School Gym 9am-3pm

Clerk/Treasurer, Tiffany Rogers stated Deputy Clerk, Tina Davidson has organized the entire Asotin's 2018 Holiday Craft Fair November 3rd Asotin High School Gym 9am-3pm. She has created maps for the vendors and the public. There are over 60 vendors we are at maximum capacity and had to turn down vendors due to space. Free entry and free parking. Check out the event on Facebook and City of Asotin website. Start your holiday shopping with this event. Something for everyone. Quilted Items, Antiques, Collectables, Hand Made Gifts, Jewelry, Wood Art, Ceramics, Candles/Soaps, Clothing etc... Just for Kix dance group will be performing at 9:30am in the Commons area.

5. Asotin's Lighted Christmas Parade Saturday, December 8th 5pm City of Asotin

Clerk/Treasurer, Tiffany Rogers stated it's that time of the year again to mail the Asotin's Lighted Christmas Parade forms. The date is Saturday, December 8th at 5pm. Lineup is at 4pm at the Asotin City Park. Cash prizes are awarded with a new cash prize offered this year from the Law Office of Jane E Richards in the amount of \$30.00 for the "Spirit of Christmas" Award. The City of Asotin Chamber provides the cash prizes for the Adult and Kids categories of \$50.00 for first place, \$20.00 for second place and \$15.00 for third place. After the parade the City of Asotin Fire Hall is open for coffee, hot chocolate, cookies and a visit and pictures with Santa.

6. September 2018 Asotin Municipal Court

The City of Asotin Municipal Court received \$1,734.00 for fines and fees for September. \$1,031.00 was distributed to the State of Washington. \$12.06 was distributed to Asotin County for Crime Victims. The city received \$690.94.

7. Open Burning starts October 15th-December 15th 10am – 5pm call 509-243-2002 to verify burning conditions

8.20.065

Open burning regulation

- A. Except as provided hereafter, all open burning shall be prohibited within the corporate limits of the city.
- B. Notwithstanding the foregoing, open burning shall be allowed within the city from April 1st through May 31st and October 15th through December 15th of each calendar year, from the hours of 10:00 a.m. to 5:00 p.m. each day under the following conditions:
 1. The air quality specialist has not declared an episode and the control officer has not declared a period of air stagnation or impaired air quality;
 2. The smoke from the open burning shall remain away from neighboring structures;
 3. The open burning shall be a distance of at least 50 feet from any building, structure or other combustible matter;
 4. A garden hose connected to a water supply or other fire extinguishing equipment is available;
 5. An adult is in attendance until all fire has been extinguished;
 6. The person conducting the burning must be in legal possession of the land on which the burning is to be done;
 7. The person conducting the burning shall obtain all necessary state and federal permits;
 8. All burning activities shall be conducted in accordance with all applicable state and federal regulations;
 9. The substance being burned shall not consist of any of the following:
 - a. Garbage;
 - b. Oil, grease or asphalt;
 - c. Junk motor vehicles;
 - d. Commercial and industrial wastes;
 - e. Rubber;
 - f. Dead animals;
 - g. Demolition debris (provided, however, untreated lumber and/or wood shall be burnable);
 - h. Plastic;
 - i. Asphalt shingles;
 - j. Railroad ties;
 - k. Telephone poles;
 - l. Fence poles treated with any chemicals;
 - m. Damp yard garbage, trimmings and residue and any other material or product that would smolder;
 - n. No burning barrels

Open burning Exemptions

The following activities are exempt under the terms of this chapter:

- A. Barbecues;
- B. Ceremonies;
- C. Fireplaces;
- D. Firefighting training under the direction of the fire chief;
- E. Weed or fire hazard control upon the approval of the fire chief;
- F. Other building, structures and material deemed a hazard to public safety or health by the building inspector.

Enforcement The fire chief is vested with authority to:

- A. Require any person to remove from property occupied by him or under his control, any accumulation of weeds, grass, rubbish or flammable material of any kind constituting a fire hazard;
- B. Remove from any property at the expense of the owner or occupant thereof after due notice given as hereinafter provided, any accumulation of weeds, grass, rubbish or flammable material of any kind, constituting a fire hazard;
- C. Notify any owner or occupant of property by written notice personally served upon such owner or occupant of any accumulation of weeds, grass, rubbish or flammable material of any kind constituting a fire hazard and requiring the owner or occupant to remove such accumulation within 10 days after service of such written notice. In the event such notice is served upon an owner having the right to immediate possession of the property and such owner fails, refuses or neglects to remove such accumulation within 10 days after the service of such written notice, the cost of removing such accumulation may be charged as a lien against the property by filing a notice of claim of lien with the auditor of Asotin County, Washington. If such written notice is served on any person, other than the owner thereof, having the right to possession or occupancy of property and such person fails, refuses or neglects to remove such accumulation within 10 days from the service of such written notice, the cost of removing such accumulation may be recovered from such person by civil action in the name of the city in the municipal court of the city or in the superior court of the state in and for Asotin County.

8.20.110

Penalties

- A. Any person who violates any of the provisions of this chapter as adopted and amended herein or fails to comply therewith, or who violates or fails to comply with any order made thereunder, and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by the appropriate appeal process, or by a court of competent jurisdiction, within the required times, shall severally for each and every such violation and noncompliance, respectively, incur a civil penalty. The penalty for the first violation shall be \$200.00. The first \$100.00 of this penalty shall not be suspended or deferred. The penalty for a second violation of this chapter shall be \$500.00, and the first \$300.00 of this penalty shall not be suspended or deferred. The penalty for a third violation of the same section of this chapter shall be \$1,000, and the first \$500.00 shall not be suspended or deferred. The penalty of a fourth violation of the same section shall be upto \$10,000 in accordance with RCW 70.94.431(1), and the first \$1,000 shall not be suspended or deferred. For each violation of a continuing nature, each day shall constitute a separate offense. A notice of infraction may be issued by the police chief, mayor or fire marshal, a commissioned deputy sheriff or designee, or such persons designated by the Asotin County legislative authority.
- B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.
- C. In addition to the fines above, in the event of a violation, the city may charge any suppression costs, investigative costs or costs of testing material to the property owner and/or any responsible parties involved.

DEPARTMENTS:

a. POLICE DEPARTMENT:

Tips for a Safe Halloween

Halloween can be a fun holiday for kids, but a worrisome one for parents. Concerns about children's safety--whether they are out in the neighborhood or back home with bags of bounty--can darken the day more quickly than a black cat. But not to worry! To make Halloween a treat, follow these safety tips.

ADULTS

- 👤 Make sure the path to your door is clear and well lit, welcome trick-or-treaters with your porch lights and turn on any exterior lights.
- 👤 Sweep leaves and other debris from sidewalks and walkways to prevent any slip hazards.
- 👤 Use alternatives instead of candles and open flames.
- 👤 Report any suspicious or criminal activity to your police department immediately.
9-1-1 or 509-758-2331
- 👤 Do not give homemade or unwrapped treats to children.

MOTORISTS

- 👤 Exercise extreme caution when driving a vehicle. Be on the alert for excited youngsters, whose vision may be obscured by masks, darting out into traffic.
- 👤 Never Drink and Drive

TRICK OR TREAT TIPS

Make sure your kids dress up safely

- 👤 Make sure costumes are flame retardant so children aren't in danger near burning jack-o-lanterns.
- 👤 Keep costumes short to prevent trips, falls, and other bumps in the night.
- 👤 Try make-up instead of a mask. Masks can be hot and uncomfortable, and they can obstruct a child's vision, a dangerous thing when kids are crossing streets and going up and down steps.
- 👤 Make sure kids wear light colors or put reflective tape and glow sticks on their costumes.
- 👤 Make costumes loose for warm clothing underneath.
- 👤 Sword, Knives, and other costume accessories should be short, soft, and flexible to prevent injury.
- 👤 Wear comfortable, safe shoes.

Make trick-or-treating trouble free

- 👤 Trick-or-treaters should always be in groups so they aren't a tempting target for real-life goblins. Parents should accompany young children.
- 👤 Make sure older kids trick-or-treat with friends. Tell them to stop only at homes where the outside lights are on.
- 👤 Try to get your kids to trick-or-treat while it's still light out. If it's dark, make sure someone has a flashlight, add reflective tape and glow sticks to costumes and bags, and pick well-lit streets.
- 👤 Do not go inside anyone's home. Remain on the porch at all times.
- 👤 Do not approach or accept rides from strangers and be sure children do not approach any vehicle, occupied or not.
- 👤 Remind kids to keep a safe distance from moving cars.
- 👤 Cross only at street corners or crosswalks, never between parked cars, and never diagonally across an intersection.
- 👤 Look in all directions before crossing the street, and obey all traffic signals. Walk, never run, across the street, and use sidewalks, not the street, for walking.
- 👤 If there is no sidewalk, walk along the edge of the road as far off the travel lane as possible, facing traffic.
- 👤 Do not take shortcuts through back yards, alleys or dark parks.
- 👤 Do not eat any treats until parents have inspected them.
- 👤 Discard any homemade or unwrapped treats.

- Provide a cell phone if not accompanied by an adult, and teach children how to call 9-1-1 in an emergency.
- Start early. Try to finish before dark. Have a flashlight.

Check all treats before eating

- It's hard for kids to hold back from eating their treats until they get home. One way to keep trick-or-treaters from digging in while they're still out is to feed them a meal or a snack beforehand.
- Check out all candy in a well-lit place when your trick-or-treater gets home.
- What to eat? Only unopened candies and other treats that are in original wrappers. By all means remind kids not to eat everything at once or they'll be feeling pretty ghoulish for awhile!
- Halloween can be a lot of fun for parents and kids alike--if everybody remembers the tricks and treats of playing it safe. **THE ASOTIN POLICE DEPARTMENT WISHES YOU A SAFE AND HAPPY HALLOWEEN!!!!!!**

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT:

City of Asotin Fire Lieutenant, Dwayne Paris stated it has been busy since open burning started. There have been more fire calls in two days of open burning than all summer long. First day of open burning the hill side with the A caught on fire as a resident was burning a pile of debris close to the hillside. It was during the day time hours therefore, Lewiston, Asotin County and Clarkston were called in for support. A helicopter also joined the firefighting efforts. City of Asotin Fire Lieutenant, Dwayne Paris stated he was able to leave work and three junior firefighters were able to work the fire line that was like a downhill ski slope. Asotin County had a few fire calls too.

City of Asotin Fire Lieutenant, Dwayne Paris stated they will be attending Trick- R-Trunk.

City of Asotin Fire Lieutenant, Dwayne Paris stated they were staged at the Asotin High School football game when they got called to a roll over on the Grande Ronde. They were able to leave a crew at the game for medical standby and they were able to arrive first on scene at the rollover accident. He stated we have a good group of people who can separate when the need is there.

City of Asotin Fire Lieutenant, Dwayne Paris stated they are in the process of receiving their new air packs in November from the grant they received. This equipment had expired in June. They were able to piggy back from another grant which allowed the grant process to be speedy. City of Asotin was the only one in the valley to receive this grant. This will be great for the junior firefighters to be using the new high-tech equipment. They will be able to hook up anywhere.

d. PLANNING COMMISSION:

- Next Planning Commission meeting will be Thursday, November 8th 6:30pm
- Public Hearing on a Variance Application for 508 3rd Street Asotin WA to build a shop

e. ASOTIN MUNICIPAL COURT:

- Next Court Date Thursday, October 25, 2018 1:30pm City Hall
- November Court Date Thursday, November 15th 1:30pm City Hall
 due to the Thanksgiving Holiday

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 there still needs to be a light on the flag by the Memorial Bridge. Also, there still needs to be a way to lower that flag at half-mast. Councilmember Appleton stated he would still like to see a light cover on the light of the Memorial Bridge. It was suggested that maybe the TDS truck could provide the lift assistance once a light cover was found to place on the light. Councilmember Appleton stated he would try to discuss this matter with TDS. Councilmember Appleton stated even with just one and a half police officers right now they are still doing a great job.

Jennifer Bly- Councilmember Bly stated Great Clips Salon on Bridge Street by Star Bucks Coffee Shop is giving veterans free haircuts all day on Sunday, November 11th which is Veterans Day.

Lori Loseth- Councilmember Loseth stated she witnessed a vehicle barreling down First Street that sheared off the mirror of a parked vehicle. Reserve Officer Manchester received the call and was going to check around town to try to locate the person. Councilmember Loseth stated it is worthwhile to have the city police visible, patrolling and responsible. They really do a good job for the city. Councilmember Loseth stated she attended the valley wide EMS board meeting which includes City of Asotin Fire, City of Clarkston Fire, Asotin County Fire, City of Lewiston Fire, Tri-State Memorial Hospital and St Joseph Regional Hospital. They were very concerned that the City of Asotin EMS levy did not pass. They would like us to consider putting it on the February ballot, in case it doesn't pass, then the city has the opportunity to run it again in the Primary and/or General Election. They are offering to do an educational campaign with educational mailings, flyers and materials to help the word get out. It was a duration period of time vote not an increase in taxes vote. The board is willing to pay for the educational materials since the city will have the cost of placing it on the ballot. City of Asotin Fire Lieutenant, Dwayne Paris stated the EMS taxes pay for the ambulance to stay in the heights for a faster response to City of Asotin residence. It also provides for training, personnel, fuel and supplies to the City of Asotin EMS to respond to calls. If there is not an ambulance in the heights, it has to come from down town Lewiston which could take twenty minutes to get here. Mayor Bonfield stated we are an aging community and need the services.

Dwayne Paris- None

Mervin Schneider-None

MAYOR'S REPORT: None

XI. RESOLUTIONS & ORDINANCES:

- 1. Second Reading of Ordinance 2018-835** Being An Ordinance Amending Ordinance #263, #84-331and 02-605 Chapter 06.04.110 Kennel Definition of the Asotin Municipal Code Section and Providing for the Effective Date Hereof
Councilmember Bly made a motion to approve the Second Reading of Ordinance 2018-835 Being An Ordinance Amending Ordinance #263, #84-331and 02-605 Chapter 06.04.110 Kennel Definition of the Asotin Municipal Code Section and Providing for the Effective Date Hereof. Seconded by Councilmember Paris. There was no discussion. All Ayes. Motion carried.
- 2. Resolution 2018-631** A Resolution of the Council of the City of Asotin Being A Resolution Adopting the Asotin County Solid Waste Management Plan
Councilmember Bly made a motion to approve Resolution 2018-631 A Resolution of the Council of the City of Asotin Being A Resolution Adopting the Asotin County Solid Waste Management Plan. Seconded by Councilmember Appleton .There was no discussion. All Ayes. Motion carried.

Councilmember Paris asked the students who were in attendance if they had any questions for the Mayor or the Council. One of the students stated it’s more of an evaluation of the council.

EXECUTIVE SESSION: RCW 42.30.110 (i) Contracts 6:25pm-7:08pm

Councilmember Paris requested an executive session to discuss contracts for a thirty minutes 6:25pm–6:54pm
City Attorney, Jane Richards requested an executive session to discuss contracts for twenty minutes 6:54pm-7:08pm

No Decisions were made.

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 7:09pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers