

**ASOTIN CITY COUNCIL MINUTES**  
**Tuesday, November 13, 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, Court Clerk/Deputy Clerk, Tina Davidson, City Attorney, Jane Richards

**PRESS:** Kerri Sandaine, Lewiston Morning Tribune

**AUDIENCE:** Elaine Greene, Oscar Bly, Charlotte Tuttle, Greg Egbert, Ed Becker, Candy Becker, Elaine Nagle, Liera Chestnut, James Jones, John and Marilyn Griffin, Larry Wilmarth, Asotin County Emergency Management Coordinator, Mark Janowski, Asotin County Stormwater Coordinator, Jeff Wiemer, Asotin County Commissioner, Chris Seubert

**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, Charlotte Tuttle thanked the Council and the Mayor for putting on a successful craft fair. The Asotin Fair and FFA Boosters profited \$364 by selling concessions at the craft fair. Charlotte also wanted to thank Deputy/Clerk, Tina Davidson, Clerk/Treasurer, Tiffany Rogers, Councilmember, Jennifer Bly and Mayor Vikki Bonfield for all the help with the setup, cleanup and helping with the Asotin Fair and FFA Booster organization.

**V. CONSENT CALENDAR:**

- a. Minutes of October 22, 2018 Regular Meeting
- b. Expense Checks- #41436-#41472 \$175,980.13 To Include EFT's
- c. Payroll Checks- #41414-#41425 \$28,422.46 To Include EFT's  
Fire Fighters Payroll #41426-#41435 \$9,148.29
- d. Voids- #41317 \$213.09 #41366 \$255.81 #41396 \$249.56
- 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:**

**1. Riverpointe Park**

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

## **VII. NEW BUSINESS:**

### **1. Introduction of the new Asotin County Stormwater Coordinator Jeff Wiemer**

Asotin County Stormwater Coordinator, Jeff Wiemer introduced himself as recently taking over the position. He previously worked in the Asotin County Stormwater operations and maintenance for the past six years. He stated he is looking forward to working with everyone. If you have any issues you are welcome to call or visit the office.

### **2. Presentation by Asotin County Emergency Management Coordinator Mark Janowski**

Asotin County Emergency Management Coordinator, Mark Janowski stated he had three topics to discuss with the council. Asotin County is going to bring back the 911 Coordinator position and funding to Asotin County. Asotin County Emergency Management Coordinator, Mark Janowski stated he worked for dispatch for the past 20 years. Excess dispatch monies are going to be sent back to the agencies. City of Asotin will receive back \$2,500. January 2019 there will be renegotiations for the Whitcom 911 Dispatch Services which was a five year contract that expires in June of 2019.

Emergency Management received a grant for \$18,000 which is based on population of cities and counties. Grant match dollars are required for this grant. Therefore, City of Asotin population the amount of the grant match dollars is \$1,023.00 per year. Asotin County Emergency Management Coordinator, Mark Janowski stated with the savings the City of Asotin is receiving with the Whitcom 911 Dispatch Services that would give the city the extra to fund the grant match dollars for Emergency Management.

Asotin County received a \$50,000.00 Hazard Mitigation Grant. It has a 25% grant match dollars that Asotin County will be funding. The only thing they ask is that two City of Asotin council, police or fire be a part of the planning meetings. These two persons need to be selected by next month. This plan is required by FEMA which will discuss natural disasters, emergency evacuation action plans, potential hazards, what to do in certain events and world events. The Hazard Mitigation is a two year project. The first meeting will discuss how often to meet, time, place and introductions.

### **3. Placement of the EMS Levy on the February Ballot City of Asotin Fire Chief, Noel Hardin**

City of Asotin Fire Lieutenant, Dwayne Paris stated he believed the EMS Levy failed due to lack of advertising and understanding. This is not a new tax. The only thing different was the length of time. It had never failed in the past. This tax is \$.50 per 1,000 of assessed value. This tax helps fund the ambulance contract to be stationed in the Clarkston Heights. It also funds fuel, training and supplies. If we do not have EMS funded it takes a huge hit to the Fire Department Budget and voids the ambulance contract. If the Lewiston ambulance is busy you get someone when you get someone. If we don't have the funds, the average response out of Lewiston is approximately 20 minutes. There have been 3-4 saves due to the ambulance coming from the Clarkston Heights. EMS is going to ask for the EMS Levy to be placed on the ballot in February which will cost \$4,500.00. There will be educational materials that will be distributed from the EMS committee. Even if it passes in 2019 property taxes are not received until 2020. City of Asotin Fire Lieutenant, Dwayne Paris stated there are twenty two volunteers and we do not want to lose them. Fire Chief, Noel Hardin will attend the next council meeting. A resolution will be presented and the council will have to vote at that time whether or not to place the EMS Levy on the February Ballot. The resolution must be delivered to the Asotin County Auditor on or before December 14, 2018. Clerk/Treasurer,

Tiffany Rogers stated she discussed this matter with Fire Chief, Noel Hardin and the reason for placing it on the February Special Election is so if it does not pass there will be two more opportunities to place it on the ballot again.

**4. Greg Egbert to discuss vacating street by 501 First Street**

Resident, Greg Egbert of 501 First Street stated he would like to see what the process is to have the area located by his house that everybody turns around in vacated. It is an extremely busy area in the mornings and afternoons. Parents are picking up and dropping off school children and using that area as a turnaround spot. Some people fly in and whip around. He wants to know what can be done since the city owns the property. He would like to vacate the property so it would look more like a driveway instead of a road. He has small children that are in the area and multiple times have almost been run over. A lot of kids cross there too. Mayor Bonfield asked if there were utilities in that street area. Mayor Bonfield stated the variance would have to be split 50/50 with the adjoining neighbor. Greg Egbert stated the adjoining property is for sale and would want to wait for the new buyer to discuss the variance. Councilmember Bly asked what you would do to keep cars from going through there. He stated put up a sign stating private property. Councilmember Bly asked if he had looked at the ordinance that states how to do the variance. Clerk/Treasurer, Tiffany Rogers distributed a copy of the ordinance to Greg Egbert. Mayor Bonfield stated maybe the city can place a no turn around sign there. Mayor Bonfield will talk to Police Chief, Monte Renzelman when he returns.

**VIII. CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

**a. 2<sup>nd</sup> Street Stormwater Project**

Still Working on completion

**b. TIB 4<sup>th</sup> Street Rehabilitation**

Paving to start tomorrow or the next day

**IX. CLERK'S REPORT:**

**1. Past Due Utility Accounts for October**

Clerk/Treasurer, Tiffany Rogers reported there were 47 past due utility accounts for October.

**2. Asotin's Lighted Christmas Parade Saturday, December 8<sup>th</sup> 5pm City of Asotin**

Clerk/Treasurer, Tiffany Rogers stated the date is Saturday, December 8<sup>th</sup> 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.

**3. October 2018 Asotin Municipal Court**

The City of Asotin Municipal Court received \$2,061.00 for fines and fees for October. \$1,177.03 was distributed to the State of Washington. \$15.13 was distributed to Asotin County for Crime Victims. The city received \$868.84

**DEPARTMENTS:**

a. **POLICE DEPARTMENT:** None

b. **CITY ATTORNEY:** City Attorney, Jane Richards asked for an Executive Session regarding contracts.

c. **FIRE DEPARTMENT:** None

d. **PLANNING COMMISSION:**

- Elaine Greene stated a decision will be forwarded to the city council to grant the variance which would be placing the building two feet inside of the trees. The setback is 15’ according to code. It will be almost right up to the street. The vote was 4-2 with passing the variance. The city did not receive the Planning Commission minutes before the council meeting, therefore the city council will make a decision at the next council meeting which will be November 26<sup>th</sup>.
- Next Planning Commission meeting will be Thursday, January 3, 2019 6:30pm

e. **ASOTIN MUNICIPAL COURT:**

- November Court Date Thursday, November 15<sup>th</sup> 1:30pm City Hall  
due to the Thanksgiving Holiday
- December Court Date Thursday, December 13<sup>th</sup> 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

**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 the craft fair was absolutely amazing. Over 1,500 people were in attendance and the place was packed all the time. We were there from 6am- 4pm. She

talked to several vendors and they were all very happy. There were great products to purchase. She did not hear one negative thing from the buyers or the vendors. It was some of the best sales they have ever had at a show. They told her they love doing this show, it's always planned out and very organized. However, when the email came out about cancelling the events, she started hearing from people right away who were very disappointed. Councilmember Bly would like an accounting on how much the craft fairs revenues and expenses are. Clerk/Treasurer, Tiffany Rogers stated she can provide that information. Mayor Bonfield stated at this point everything is on the table to look at to be cut vendor fairs, the parade and Asotin Days since the Levy Lid Lift did not pass.

**Lori Loseth-** None

**Dwayne Paris-** None

**Mervin Schneider-**Councilmember Schneider asked if there was an update on the horse at 4<sup>th</sup> Street and Kings Lane since the zoning does not allow for a horse in that zone. Clerk/Treasurer, Tiffany Rogers stated a letter has been sent and the deadline is overdue. Councilmember Schneider observed the horse is in a round 20 foot holding pen and there is no protection from the weather. Mayor Bonfield stated she will re-visit this situation.

## **MAYOR'S REPORT:**

### **U.S. ARMY CORP OF ENGINEERS**

Mayor Bonfield stated she had a meeting with the U.S. Army Corp of Engineers. She stated she is feeling they are not going to find funding to do the permitting for the marina. They want \$85,000 or more to do the permitting and asked if the city could come up with some money for the permitting. Mayor Bonfield met with the new Cornel. They stated maybe by next year or 2020 or after that, they might have funding. She stated to the Corp your recreation dollars equate to our (City of Asotin) economic dollar development. It is important to our community. The City of Asotin sent monies in February to do our permits, and they stated they don't have any money and will not go forward. Mayor Bonfield stated Port of Clarkston Manager, Wanda Keefer, Councilmember Bly and herself have worked hours and hours with the U.S. Army Corp of Engineers and it is not getting them anywhere. Maybe it's time to talk to the media. Mayor Bonfield stated the Tri-Cities has been working on a land conveyance for 20 years trying to get it done. Mayor Bonfield stated she is still going to continue the talks, however, she only has 13 months to get it completed. She is not sure if the next mayor will continue with the marina project.

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

- 1. Resolution 2018-632** 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 Department of Commerce for the Growth Management Act Update Grant  
Councilmember Bly made a motion to approve Resolution 2018-632 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 Department of Commerce for the Growth Management Act Update Grant. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.
  
- 2. Resolution 2018-633** A Resolution of the Council of the City of Asotin Constituting Final Acceptance of the Final Completion of WSDOT Cleveland Street Sidewalk Upgrades  
Councilmember Appleton made a motion to approve Resolution 2018-633 A Resolution of the Council of the City of Asotin Constituting Final Acceptance of the Final Completion of WSDOT Cleveland Street Sidewalk Upgrade. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

3. **Resolution 2018-635** A Resolution of the Council of the City of Asotin to Delete Fund Number 127 Titled Event Accessory Rentals Fund and Transfer the Remaining Fund Balance into Fund Number 122 Community Center. Councilmember Bly made a motion to approve Resolution 2018-635 A Resolution of the Council of the City of Asotin to Delete Fund Number 127 Titled Event Accessory Rentals Fund and Transfer the Remaining Fund Balance into Fund Number 122 Community Center. Seconded by Councilmember Appleton . There was no discussion. All Ayes. Motion carried.
  
4. **Resolution 2018-638** A Resolution of the Council of the City of Asotin Accepting the Completion and Satisfaction of the Waste Water Treatment Plant Upgrade Project Provided by USDA Rural Development Grant. Councilmember Bly made a motion to approve Resolution 2018-638 A Resolution of the Council of the City of Asotin Accepting the Completion and Satisfaction of the Waste Water Treatment Plant Upgrade Project Provided by USDA Rural Development Grant. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110 (i) Contracts 6:21pm- 6:56pm**

City Attorney, Jane Richards requested an executive session to discuss contracts for forty minutes. 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 6:59pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers