

ASOTIN CITY COUNCIL MINUTES
July 23, 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, Police Chief, Monte Renzelman, City Attorney, Jane Richards

PRESS: Lewiston Morning Tribune

AUDIENCE: Elaine Greene, Jo Anne Miller, Elaine Nagle, Charlotte Tuttle, Asotin County Commissioner, Chris Seubert

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.

Resident, Jo Anne Miller asked if the bulletin board outside City Hall could be updated. Maybe post the Agenda and minutes there.

Resident, Charlotte Tuttle stated the cities dog wood trees are in need of trimming. Clerk/Treasurer, Tiffany Rogers stated the Master Gardeners have volunteered to prune the dog wood trees in fall since that is the proper pruning time.

V. CONSENT CALENDAR:

- a. Minutes of July 9, 2018 Regular Meeting
- b. Expense Checks- #41153-#41174 \$18,757.31
- c. Payroll Checks- #41145-#41152 \$15,006.21 To Include EFT's
- d. Voids- #41132 \$500.00
- 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. **Chip Sealing to begin the week of July 30th**
Please remove your vehicles from the street.
Harding-First to Fourth
Curry Court

Jefferson
Garfield
Kings Lane 3rd – 2nd
Riverview Drive

Mayor Bonfield stated a flyer has been placed on the City of Asotin Facebook, Asotin Community Events Facebook page, the reader board, the website, posted at the post office and will be on the back of the utility statement. The streets also have a barricade with a sign informing the residents. Asotin County Public Works has been contracted to do the work and should only take one day to complete.

2. Intergovernmental Cooperative Agreement Between the Port of Clarkston and the City of Asotin Relating to Management of Grant Funds for Boat Launch Restoration

WHEREAS, on August 24, 2015, the Port of Clarkston, a municipal corporation of the State of Washington (herein referred to as “the Port”), and the City of Asotin, a municipal corporation of the State of Washington (hereinafter referred to as “the City”), entered into an Intergovernmental cooperative agreement relating to an award to the City of a Washington Recreation and Conservation Funding Board (RCFB) planning grant; WHEREAS, the City has been successful in a funding request to USDA Rural Development’s Rural Business Development Grant (hereinafter referred to as “the USDA RBDG award”), and that award has a completion date of December 31, 2019; WHEREAS, the Port and the City agree that it is in the best interests of both organizations for the Port to continue providing technical grant administration assistance on the boat launch restoration project; NOW, THEREFORE, it is agreed, for and in consideration of the mutual covenants and promises between the parties hereto, as follows: **Section #1--revised**: The Port will assist the City in administering the RCFB grant and the USDA RBDG award during the term terms of the grant obligation obligations in accordance with the grant award awards. **Section #9--revised**: This agreement will automatically terminate ~~August 31, 2018~~ March 31, 2020, unless otherwise extended by mutual agreement. Councilmember Bly made a motion to approve

Addendum#1 Intergovernmental Cooperative Agreement Between the Port of Clarkston and the City of Asotin Relating to Management of Grant Funds for Boat Launch Restoration. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.

3. Invitation to Bid for the 4th Street Rehabilitation

Mayor Bonfield stated the city has received money from TIB for 4th Street. Because the base is so poor, the city had to ask for additional funding to make sure the base is strong enough. However, before the roadwork is started, the city will be working with PUD to replace the water lines. It will cost approximately \$7,000.00 and will be paid out of the water budget. The water pipe infrastructure will not hold up to the large equipment that will be fixing the road. PUD General Manger, Tim Simpson recommended the water pipe work be completed before the large equipment is on the road. He can guarantee the pipes will break due to the old infrastructure and base. The bid will be placed in the paper, and once the bid is accepted the project should start in October. The City will inform the 4th Street homeowners of the project as soon as the City has all the information. Sealed bids will be received by the City of Asotin, Washington at City Hall (121 Cleveland Street, Asotin, WA 99402) until 2:00 p.m. local time on August 2nd, 2018 and will then and there be opened and publicly read for the construction of the improvement(s). WSDOT will be the Certification Acceptance (CA) Agency on this project. Bid shall be sealed and plainly marked "SEALED BID – 4th Street Rehabilitation". All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier’s check, or surety bond in an amount equal to five percent (5%) of

the amount of such bid proposal. Should the successful bidder fail to enter into the City's contract for the construction of the improvements described herein and furnish a satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Asotin, Washington. Maps, plans and specifications may be obtained from the Engineer (Keller Associates, 733 5th St., Suite A, Clarkston, WA 99403) upon payment of the amount of \$100.00. An electronic copy is available on DVD at no charge. The improvements for which bids will be received are described below: This contract provides for the milling of 4,675 SY of existing asphalt, placement of 3" of base material, placement of 3" of new HMA, tie-in of existing driveways, and other work all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications. Financing of the Project has been provided by The Washington State Transportation Improvement Board. The City of Asotin expressly reserves the right to reject any or all Proposals and to waive minor irregularities or informalities and to Award the Project to the lowest responsive, responsible bidder as it best serves the interests of the City. Publication Dates: July 19, 2018 and July 26, 2018

VIII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

- a. USDA (Rural Development) Waste Water Treatment Plant Upgrade**
- b. 2nd Street Stormwater Project**
- c. TIB Chip Seal Project**
- d. TIB 4th Street Rehabilitation**

IX. CLERK'S REPORT:

1. Asotin Days August 11 & 12

Clerk/Treasurer, Tiffany Rogers shared the schedule of events with the council and audience. Councilmember Loseth volunteered to help with anything that was needed.

~SATURDAY~

6:30am-9am	LIONS Club Breakfast- City Park
6am	Community Yard Sale
	Museum Tours 10-2pm set up in park in Sunday
8am-3pm	Vendor Fair – Chief Looking Glass Park

~SUNDAY~ City Park

6:30am-9am	LIONS Club Breakfast
10am	Chapel in the Park
	Model Train Show
	LIONS Duck Raffle
7am – 3pm	Chrome on the Creek
Noon-2pm	LIONS BBQ
2pm	LIONS Horse Shoe Tournament

DEPARTMENTS:

a. POLICE DEPARTMENT:

Smash and Grab

Police Chief, Monte Renzelman stated the City of Asotin had a smash and grab over the weekend where car windows were broke into and purses were taken. This happened region wide. Moscow had a few this past weekend too. In the middle of these investigations, it was also discovered there were vehicles with stolen plates. There is a lot of traffic going up and down the river.

Burglary

Police Chief, Monte Renzelman stated he is working on a burglary at Meador Street.

RV Sanitation Station Illegal Dumping of Chemicals

Mayor Bonfield stated someone has illegally dumped a chemical of some kind (port a potty chemical) in the RV Sanitation Station three times which has trashed our sewer plant and caused all kinds of havoc and almost took out the WWTP. Therefore, the RV Sanitation Station will be closed until further notice. Police Chief, Monte Renzelman is investigating. If anyone in the community sees anybody dumping other than RV's please contact 911 or dispatch at 509-758-2331. A witness reported a commercial port a potty in the area around 8:30pm-9:00pm. The City of Asotin does not contract with any commercial entities to use the RV Sanitation Station. Rafters use the SCAT Machine.

Thank You

Police Chief, Monte Renzelman presented Donna Manchester with a thank you card that was sent by a citizen. Police Chief, Monte Renzelman told Donna we appreciate all your hard work. Mayor Bonfield told Donna thank you very much for what you do.

b. CITY ATTORNEY:

Mayor Bonfield stated City Attorney, Jane Richards will be here after 6pm. She has requested an Executive Session for contracts.

c. FIRE DEPARTMENT: None

d. PLANNING COMMISSION: None

- Next Regular Meeting Thursday, October 4, 2018 7:00pm City Hall
Elaine Greene, stated the Planning Commission met and has a recommendation for the City Council to appoint Gary Bourassa to the Planning Commission to fill Rod Halen's term. Councilmember Schneider made a motion to approve Gary Bourassa to the Planning Commission. Seconded by Councilmember Bly. Councilmember Appleton would like to see the application. All Ayes. Motion carried. Clerk/Treasurer, Tiffany Rogers will send an acceptance letter to Gary Bourassa.

e. ASOTIN MUNICIPAL COURT:

- Next Court Date Thursday, July 26, 2018 1:30pm City Hall

COMMITTEE REPORTS:

- Mayor Pro-Tem**—Jennifer Bly
- Administrative Personnel**—Jennifer Bly
- Public Safety (Law Enforcement, Fire Safety, Emergency Services)**—Joe Appleton & Dwayne Paris
- Public Works (Water, Sewer, Utility Franchises)**—Jennifer Bly
- Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider
- Parks and Recreation (Parks, Cemetery, Asotin Community Center)**— Joe Appleton & Mervin Schneider
- Finance** - Jennifer Bly & Mervin Schneider
- Asotin County EMS Board** -Lori Loseth Quarterly 2nd Tuesday @ 7:30am Tri-State Hospital
- Asotin County Health District** - Vikki Bonfield 4th Monday @ 1pm Asotin County Annex
- PTBA** - Mervin Schneider 2nd Wednesday @ Clarkston PTBA Bldg 15th Street
- MPO Technical Advisory Committee** - Bob Portlock 4th Wednesday @ 1:30pm Lewiston Public Works Bldg
- MPO Policy Board**—Vikki Bonfield 2nd Thursday @ 4pm Lewiston Public Works Bldg
- Stormwater** - Jennifer Bly Quarterly 2nd Monday @ 3-5pm Asotin County Annex

X. COUNCIL COMMUNICATIONS:

Agenda Related Topics

Joe Appleton- Councilmember Appleton stated he has received complaints about the potholes on Kings Lane. Mayor Bonfield stated the city has to hire the county to do that process as the city does not have the equipment. Mayor Bonfield will ask Public Works Superintendent, Bob Portlock to check availability with Asotin County. Councilmember Appleton stated he had some concerns about the city's finances.

Jennifer Bly- None

Lori Loseth- Councilmember Loseth is still researching the Air B&B rules, regulations and ordinances. She has checked with the City of Lewiston and City of Clarkston and they are working on the same issue. She is hoping that the counties, cities and Lewiston could all use the same language. Councilmember Bly stated she examined some ordinances that deal with parking, deposits and fire inspections. Councilmember Loseth stated she will keep the council informed. Mayor Bonfield asked Asotin County Commissioner, Chris Seubert what Asotin County was doing about Air B&B's. He stated to contact Karst Riggers. Councilmember Loseth stated she also talked with PUD General Manager, Tim Simpson regarding consolidation with PUD for water services. He stated he would be more than willing to talk to the committee members about water services.

Dwayne Paris- None

Mervin Schneider- None

MAYOR'S REPORT:

Indigent Defense Attorney

Mayor Bonfield stated the city will be hiring Sarah McFadden as the City of Asotin Indigent Defense Attorney to replace Rick Laws for the next Asotin Municipal Court.

Land Conveyance

Mayor Bonfield stated she had a conference call with Allison Needham of the U.S. Army Corp of Engineers. She told her the money she had sent for completion of the survey was inadequate because the U.S. Army Corp of Engineers charges the city \$500.00 to process the check. Mayor Bonfield stated she is absolutely flabbergasted that they are charging this type of funds for this purpose.

Riverpointe Park

Mayor Bonfield stated she has been examining the cities expenses at Riverpointe Park. It is costing the city \$3,500.00 a year for water, Avista is \$25.00 a month, Public Works wages to mow it twice a week, fertilizer and weed control. This may be an area where the city can reduce costs. Nobody uses the park, therefore it would be in the best interest to the city to eliminate this park or reduce it to less maintenance and to put it back to its natural state. Even if river rock is placed there, the weeds will still have to be taken care of. The park was given to the city after the development was created. It is not buildable due to a previous landfill being there. The city already had a sink hole that had to be filled with a large rock to protect the area. Mayor Bonfield stated she talked with Jeff Appleford who is on the Riverpointe Association to see if the residence of that area would like to maintain it or if they may have any ideas. He stated he will let the city know what the residents think. Some suggestions from the past were to place river rock to reduce watering and mowing. Councilmember Loseth stated she could check with a landscaping or architectural company to see what they could come up with. Mayor Bonfield asked the council if they would like her to send a letter to the Riverpointe Association asking if they have any suggestions or maybe the association would like to take care of it. The council agreed to have Mayor Bonfield send a letter. Councilmember Paris stated it's more of a development park not a recreational park.

XI. RESOLUTIONS & ORDINANCES:

- 1. Resolution 2018-623** A Resolution Before the Asotin City Council Being a Resolution Eliminating the Full Time Police Officer Position and Budget Line Item
Councilmember Bly made a motion to approve Resolution 2018-623 A Resolution Before the Asotin City Council Being a Resolution Eliminating the Full Time Police Officer Position and Budget Line Item. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.
- 2. Resolution 2018-624** A Resolution of the Council of the City of Asotin Being a Resolution Declaring Ten Akron Adjustable Nozzles for 1.5” Fire Line, without Bales Surplus Property
Councilmember Appleton made a motion to approve Resolution 2018-624 A Resolution of the Council of the City of Asotin Being a Resolution Declaring Ten Akron Adjustable Nozzles for 1.5” Fire Line, without Bales Surplus Property. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.
- 3. Ordinance 2018-831** Being An Ordinance Creating a New Chapter 13.11 RV Sanitation Station and Adding a New Section 13.11.010 Illegal Use of RV Sanitation Station and 13.11.020 Violation-Penalty of the Asotin Municipal Code Providing for the Effective Date Hereof. Councilmember Bly made a motion to approve Ordinance 2018-831 Being An Ordinance Creating a New Chapter 13.11 RV Sanitation Station and Adding a New Section 13.11.010 Illegal Use of RV Sanitation Station and 13.11.020 Violation-Penalty of the Asotin Municipal Code Providing for the Effective Date Hereof. Seconded by Councilmember Paris. Councilmember Schneider asked how people will know about this new ordinance. Mayor Bonfield stated a sign will be made and placed at the Sanitation Station. All Ayes. Motion carried.
- 4. Resolution 2018-625** A Resolution Authorizing the passing of an Ordinance in One Reading
Councilmember Schneider made a motion to approve Resolution 2018-625 A Resolution Authorizing the passing of an Ordinance 2018-831 in One Reading. Seconded by Councilmember Paris. There was no discussion. All Ayes. Motion carried.

EXECUTIVE SESSION: RCW 42.30.110 (i) contracts 6:45pm – 6:55pm

City Attorney, Jane Richards asked for an Executive Session regarding contracts for 15 minutes. Clarification was made on a former decision.

ADJOURNMENT: Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:57pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers