

ASOTIN CITY COUNCIL MINUTES
September 14, 2015
Asotin City Hall, 121 Cleveland Street, Asotin WA

CALL TO ORDER: Mayor Bonfield called the City Council Meeting to order at 5:30p.m.

PLEDGE OF ALLEGIANCE: Councilmember Appleton Led the Pledge of Allegiance.

ROLL CALL: Jennifer Bly, Mervin Schneider, Joe Appleton, George Tucker, Bob Van Pelt

STAFF PRESENT: Tiffany Rogers, Clerk/Treasurer, Tina Davidson, Deputy Clerk, Jane Richards, City Attorney, Monte Renzelman, Police Chief, Greg Adelsbach, SRO

PRESS: None

AUDIENCE: Eric Hasenoehrl, Keltic Engineering Inc., Charlotte Tuttle, Lynn Jarvis, Mike Bailey

PUBLIC HEARING: None

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.

Mike Bailey, 1319 4th Street questioned the two sewer meters he is paying for. Mike Bailey stated he does have two lots, however he only uses water on the extra lot. There is no structure on the lot. Mike Bailey stated he talked to Clerk/Treasurer, Tiffany Rogers and she directed him to Waste Water Treatment Plant Operator, Bill Frye. Mike Bailey stated Waste Water Treatment Plant Operator, Bill Frye and Public Works Superintendent, Bob Portlock looked at the site. They stated at one time there may have been a hookup due to a building being on that lot. Mike Bailey stated he has been paying for the sewer the past thirty years. Mayor Bonfield explained to Mike Bailey that if it is capped off, then if a new buyer or if you want sewer you have to start all over. Councilmember Bly asked Mike Bailey if he the property had two designated lots under the assessor's tax rolls. That might be why there are two sewer meters. Mike Bailey stated he does use the two water meters and has no problem paying for the water. He asked the council if there was any way the city could come up and find the sewer line and cap it off. Mayor Bonfield stated the city will shut off the BIAS sewer charges since there is no usage of that sewer. Mayor Bonfield will ask Waste Water Treatment Plant Operator, Bill Frye and Public Works Superintendent, Bob Portlock to determine if there is a sewer line or not. Mike Bailey stated he would like to know the results and if it can be capped of or not.

CONSENT CALENDAR:

- 1. Minutes of August 24, 2015 Regular Meeting**
2. Expense Checks - #37546 \$77.77 #37567-#37613 \$35,083.08
3. Payroll Checks- #37547-#37566 \$23,502.38
4. EFT – \$5,015.16 \$2,883.52
5. Voids- Software #37518 Stock #37519
6. Approval of Unexcused and/or Excused Councilmember's absents

Councilmember Bly made a motion to approve the consent calendar. Seconded by Councilmember Van Pelt. Councilmember Schneider questioned check#37572 to Asotin County Fire Dist 1 in the amount of \$6,250.00. Councilmember Bly stated it is for the Ambulance contract the city has with Asotin County and it is budgeted for each year. Councilmember Schneider also questioned check#37594 to Municipal Emergency Serv in the

amount of \$5,122.87. Councilmember Bly stated it was for EMS uniforms and it is part of the EMS budget. All Aye. Motion carried.

OLD BUSINESS:

1. City of Asotin Owned Property Parcel 1-049-00-033-0000 Part of Filmore Street Extended Lot 7

Councilmember Van Pelt spoke with Asotin County Commissioner, Jim Fuller about trading this property that would benefit the Asotin County Fair parking lot for a parcel owned by Asotin County that would benefit the City of Asotin to create economic development. Asotin County Commissioner, Jim Fuller stated to Councilmember Van Pelt he would get back with him at a later date.

2. Appraisal on City of Asotin owned property (Cleveland and Meador) Update 68'x119' 100' set back (Well Lot) Lot 18

Mr. Chase is waiting for Riedesel Engineering Inc. to create a legal description to exclude the well house, the ground the well house sits on and the 100' line radius around the well house.

3. Appraisal on City of Asotin owned property Café property (Gateway Park) Commercial

Mr. Chase is finding it difficult to appraise a commercial lot since there have not been any commercial lots sold recently.

4. Asotin County District Court Contract

City Attorney, Jane Richards stated she had to read the Tribune to know what the City of Clarkston Public Safety Committee was doing about District Court issues. Renting the Asotin County District Courtroom was mentioned. Asotin County Commissioner, Jim Fuller stated he will have to look into it. City of Clarkston Public Safety Committee would like to hold a joint meeting with City of Asotin Public Safety Committee and the Asotin County Commissioners about renting the district court. Mayor Bonfield stated she will talk with the Asotin County Commissioners this week.

5. Asotin County Jail Inmate Fees Contract

City Attorney, Jane Richards stated Asotin County will not proceed forward with the Police "After Hours" contract until they can come to an agreement on the Jail inmate fees. The City of Asotin has agreed to the numbers but the City of Asotin and the City of Clarkston does not agree with some of the verbiage such as duration of the contract, a 3% yearly increase and the dispute resolution is only tied to the billing. City Attorney, Jane Richards stated she agrees there should be some type of percent increase each year but it should be tied to an index rating. We also do not want a long term contract. City Attorney, Jane Richards stated she has discussed the contract with the City of Asotin Police Chief and the City of Asotin version is ready to be delivered to Asotin County. City Attorney, Jane Richards stated she will send it to the county tomorrow.

6. Stray/Homeless Cats

Mayor Bonfield reported, Donna Manchester, Colleen Knapp and Susan Schubert will be applying for a grant to spay and neuter cats. There is also a gentleman looking for barn cats. Colleen Knapp has volunteered to pay for spay, neuter, rabies and a leukemia vaccine shot. The volunteers will start trapping the cats to coordinate with the traveling vet that will administer the necessary vaccines and begin the spaying and/ or neutering process.

NEW BUSINESS: None

CONSULTANT/CONTRACTOR REPORTS:

1. Keltic Engineering, Inc.

a. Shoreline Master Program Update Project #G1400537

Last Friday Keltic Engineering, Inc. received the packet from Department of Ecology with the revised deliverables and deadlines and the re-allocation of budget funds for the coming year. Keltic Engineering, Inc. will review the tasks and deadlines to make sure everything is in conformance with the original grant. The city should receive the paperwork for signature for this new budget term within the next two or three weeks.

b. 2nd Street Storm Drain Project

Keltic Engineering, Inc. has been in communication with Vivian Bly and the Asotin County Commissioners in the past two weeks to get concurrence that Asotin County is satisfied with the Second Street Stormdrain work by Crea Construction and that retainage can be released. Asotin County Commissioner, Jim Fuller indicated they would try to make a decision by today. The retainage is roughly \$5,300.00. Resident, Charlotte Tuttle stated she attended the Asotin County Commissioners meeting today and they did vote to accept the fixed area. Eric Hasenoehrl, Keltic Engineering Inc. will write a letter to the City of Asotin for release of the retainage.

c. Stormwater Management Team Meeting

Eric Hasenoehrl reported on the Stormwater Management Team meeting that he attended today. The next Stormwater meeting will be in December. Today's meeting was about the budget. The Asotin City Council will need to approve the 2016 Stormwater budget. Councilmember Bly stated Stormwater has two street sweepers and is looking into getting another street sweeper with a grant from Department of Ecology. This grant will require a 25% match. Mayor Bonfield stated one concern she has is people use the grass blower to blow the grass clippings on the road, which puts pesticides and herbicides on the street then it goes into the Stormdrains. Eric Hasenoehrl stated Stormwater will be doing more vacuuming out of the catch basins next year. Mayor Bonfield asked if education is being passed on to the local lawn services. Councilmember Bly and Eric Hasenoehrl will talk to Stormwater about educating Clarkston and Lewiston Lawn Company's. The other item that was discussed today at the Stormwater meeting was the 2016 Stormwater Capacity Grant in the amount of \$150,000.00. Each entity is entitled to \$50,000.00, however in the past all entities have pooled the monies. Eric Hasenoehrl recommends that we continue to all go together again for 2016. The grant is strictly for planning only of Stormwater projects. It does not include equipment or Maintenance and Operation. This is a part of the budgeting process.

2. Keller Associates, Inc. No Report

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

CLERK'S REPORT:

1. 48 Past Due Utility Accounts for August

Clerk/Treasurer, Tiffany Rogers reported there were 48 past due utility accounts for August.

2. August 2015 District Court

Clerk/Treasurer, Tiffany Rogers reported, August 2015 District Court collected \$2,940.00, of that the City sent \$1,578.97 to Washington State Department of Treasurer, Crime Victims fund \$23.63, District Court 11 tickets for \$220.00 and the City of Asotin deposited \$1,117.40 a 76.17% rate of income from District Court.

3. Updated Council Meeting Dates and Holidays Observed

2015 Regular Council Meeting Dates

2nd Week of the Month

4th Week of the Month

January 12, 2015	January 26, 2015
February 9, 2015	February 23, 2015
March 9, 2015	March 23, 2015
April 13, 2015	April 27, 2015
May 11, 2015	May 26, 2015 Tuesday Memorial Day Holiday
June 8, 2015	June 22, 2015
July 13, 2015	July 27, 2015
August 10, 2015	August 24, 2015
September 14, 2015	September 28, 2015
October 13, 2015 Tuesday Columbus	October 26, 2015
November 9, 2015	November 23, 2015
December 14, 2015	December 28, 2015

2015 Observed Holiday for Asotin City Hall

1/01/2015 (New Year's Day)

01/19/2015 (Martin Luther King Day)

02/16/2015 (President's Day)

05/25/2015 (Memorial Day)

07/4/2015 (Independence Day)

09/07/2015 (Labor Day)

10/12/2015 (Columbus Day)

11/11/2015 (Veteran's Day)

11/26/2015 (Thanksgiving Day)

11/27/2015 (Day After Thanksgiving)

12/25/2015 (Christmas Day)

4. **Marina Fundraiser in connection with River Fest and Rivers and Ridges Bike Ride Spaghetti Feed Friday, September 25th 5:00pm – 8:00pm Port of Clarkston 849 Portway, Clarkston WA 99403 City of Asotin to host the comfort station on Saturday, September 26th for bike riders**
 Clerk/Treasurer, Tiffany Rogers stated the Marina Fundraiser is Friday, September 25th 5:00pm-8:00pm at the Port of Clarkston. Clerk/Treasurer, Tiffany Rogers stated volunteers are needed and appreciated. Saturday, September 26th, the City of Asotin is hosting a comfort station for the bike riders in connection with Rivers and Ridges Bike Ride. Also, on Saturday, River Fest will be taking place at the Port of Clarkston, with vendors and entertainers from 11:00am –6:00pm.

5. 2015 and 2014 City Park Rental Revenue and Expenditures

Clerk/Treasurer, Tiffany Rogers reported on the 2014 and 2015 City Park Rental Revenue and Expenditures. 2014 City Park Revenue was \$5,380.00. 2014 City Park Expenditures was \$15,458.72. 2015 City Park Revenue to date is \$3,365.00. 2015 City Park Expenditures to day is \$11,504.80. Clerk/Treasurer, Tiffany Rogers reported that all the Park Rental Revenues go back into the park for repairs, maintenance and upkeep. The City of Asotin does not make a profit from the City Park Rentals.

6. Washington State Auditors to arrive September 21, 2015 for the FY12, FY13 and FY14 Audit

Clerk/Treasurer, Tiffany Rogers reported the Washington State Auditors are due to arrive on September 21st to conduct the audit for the Fiscal Years of 2012, 2013 and 2014. During this time the State Auditors will be a priority since they are paid on an hourly base. Clerk/Treasurer, Tiffany Rogers stated to the councilmembers they may see the State Auditors working with the other department heads at this time also.

POLICE REPORT:

1. Introduction of the New Asotin City SRO Greg Adelsbach

Police Chief, Monte Renzelman introduced Greg Adelsbach as the new School Resource Officer. He stated that Greg has a lot of experience. Eight year with the City of Clarkton and worked as an SRO for Nez Perce County. Police Chief, Monte Renzelman stated Greg has a lot of resources to tap into.

2. Police Report

Police Chief, Monte Renzelman reported police services for the month of August. There were 66 Calls to Service which consisted of arrests, domestic violence, fraud and DUI. Police Chief, Monte Renzelman assisted Thurston County in a sex case interview. The person of interest was living in Asotin. Thousands of dollars were stolen from a Credit Card used at the Asotin Zip Trip. City of Asotin assisted with a sinking boat. City of Asotin assisted with the fire storms. City of Asotin solved a theft of Jewelry Rings worth \$9,000.00. Police Chief, Monte Renzelman also created a warning for Door to Door Solicitors and posted it on Facebook and City of Asotin website.

3. Emergency Siren

Mayor Bonfield asked Police Chief, Monte Renzelman to report on the future use of the City of Asotin emergency siren. Police Chief, Monte Renzelman stated he will be receiving direction from Fire Chief, Noel Hardin in regards to using the emergency siren. Mayor Bonfield, Police Chief, Monte Renzelman and Fire Chief, Noel Hardin are in the beginning stages of planning a meeting to discuss the use of the City of Asotin emergency siren for Emergency Purposes only. Due to this season's fire storm, and the need to inform residents of emergency happenings, the emergency siren may be used to create a certain pattern to warn people of such emergency happenings. The siren will not be used each time when the Asotin Fire Department is dispatched to a City of Asotin Fire, it will be used to create a pattern with the siren and create a meeting place which would tell the residents where they should meet to discuss the emergency.

4. Traffic Redirect on First and Washington

Police Chief, Monte Renzelman met with the Washington State Engineer to discuss the issues at First and Washington. The plan will be to paint new visible white lines that will direct traffic to continue around the corner. An island with a sidewalk will be installed at the Dead End location that will look more like a drive way instead of a thru street. They will move and add additional signs. This will take place next spring.

CITY ATTORNEY: None

FIRE DEPARTMENT:

1. Board of Volunteer Firefighter trustee item

Councilmember Bly made a motion to approve Mayor Bonfield and Clerk/Treasurer, Tiffany Rogers to sign the claim forms for the State of Washington to pay for charges related to firefighter injuries.

Seconded by Councilmember Van Pelt. There was no discussion. All Aye. Motion carried.

PLANNING COMMISSION: None

COMMITTEE REPORTS:

- a. **Mayor Pro-Tem** –Jennifer Bly
- b. **Administrative Personnel** - Jennifer Bly
- c. **Public Safety (Law Enforcement, Fire Safety, Emergency Services)** - Bob Van Pelt & Joe Appleton
- d. **Public Works (Water, Sewer, Utility Franchises)** - George Tucker & Jennifer Bly
- e. **Transportation (Streets, Dept of Transportation Liaison)** - George Tucker & Mervin Schneider
- f. **Parks and Recreation (Parks, Cemetery, Asotin Community Center)** - Bob Van Pelt
- g. **Finance** - Jennifer Bly & Joe Appleton
- h. **Asotin County EMS Board (HOLD)**
- i. **Asotin County Solid Waste Advisory (HOLD)**
- j. **Asotin County Health District** - Vikki Bonfield
- k. **PTBA** - Mervin Schneider
- l. **MPO Technical Advisory Committee** - Bob Portlock
- m. **MPO Policy Board** - Mervin Schneider
- n. **Stormwater** - Jennifer Bly

COUNCIL COMMUNICATIONS:

Mervin Schneider– None

Joe Appleton– None

Jennifer Bly- None

Bob Van Pelt– None

George Tucker– None

MAYOR'S REPORT:

Curb Islands

Mayor Bonfield asked Councilmember Tucker and Councilmember Schneider to discuss the curb island issues with the council. Councilmember Schneider stated it should be part of the parks system which is the Public Works Maintenance Department duties. It cannot be treated any different than the other parks. Councilmember Schneider stated it is the cities responsibility. Resident, Lynn Jarvis suggested a volunteer spring and fall clean up like the city does for the cemetery. Mayor Bonfield stated the City of Asotin is partnering with the Department of Corrections to be a place where community services can put in their hours. Mayor Bonfield is also meeting with the school to ask for volunteers and have the students be involved in the community. Resident, Lynn Jarvis stated she worked on the rose bushes at the Community Center. Lynn Jarvis stated she thinks the Public Works Maintenance Department only has time to do the basics, but it will take volunteers to do the finer detailing. Councilmember Tucker stated he does not agree that it is the cities responsibly. Councilmember Appleton does not agree either that it is the cities responsibly. Councilmember Van Pelt stated the city should take care of the curb islands. Councilmember Bly stated no comment. Mayor Bonfield stated there was a lot of effort and money donated by people in our community. Mayor Bonfield stated she has been hearing how proud people are of the curb islands and saying it looks wonderful and feels warm in our community. Mayor Bonfield stated the city will be placing additional flags on 1st Street and two will be placed on the south entry welcome sign. Councilmember Schneider stated he thinks that Mayor Bonfield will make

sure that the Public Works Maintenance Department will get on a schedule to do the detail work. Councilmember Appleton stated the volunteers have stopped taking care of the curb islands, so now the city has to take care of them. Mayor Bonfield stated since we have them, the city will have to go forward to keep them. School Resource Officer, Greg Adelsbach stated maybe the city could talk to Mr. Landrus from FFA and the horticulture class to help maintain the curb islands during the school year.

Contract with School

Mayor Bonfield has been in discussions with the Asotin-Anatone School District with regards to a written contract for the football and baseball fields which is on U.S. Army Corp of Engineers property. The Asotin-Anatone School District would like to sell the ten acres of property they own by Riverpointe. The reason they purchased the ten acres was to make sure they would have land for ball fields if the U.S. Army Corp of Engineers decided not to lease the ball fields to the City. However, now that the City of Asotin has extended the lease from the U.S. Army Corp of Engineers to the year of 2046 and the City of Asotin is working on the process to regain the property that is listed in the WWRDA Bill which includes the ball fields returned back to the City of Asotin, the school district now feels they can sell their ten acres because the ball fields are more secure. The school would then like to sublease the ball fields from the City of Asotin. In return the school is willing to help the city with the funds to regain the property back from the U.S. Army Corp of Engineers which is going to cost \$125,000.00 for the filing the paperwork. The city can only use the returned property for recreational purposes only. Therefore, a contract needs to be created between the Asotin-Anatone School District and the City of Asotin. The contract will include that the Asotin-Anatone School District will get the recreational use of the football and baseball fields in exchange for monetary donation to help pay for costs of returning the property back to the city from the U.S. Army Corp of Engineers. The school is willing to help us so the school has security knowing they will have the use of those ball fields.

RCO Grant

Mayor Bonfield explained that the RCO Grant paperwork for the marina still has not arrived due to the delay in the budget.

Geese

Mayor Bonfield stated she is working with Fish and Game to conduct a Geese round up in the spring. This will be a valley wide ratification to help control the geese population. The U.S. Army Corp of Engineers wants to be involved, as well as Hells Gate State Park and Asotin County.

U.S. Army Corp of Engineers Boat Ramp

Mayor Bonfield stated she has received several complaints by boaters that U.S. Army Corp of Engineers boat ramp is in need of repairs. Mayor Bonfield stated she will contact Jason from the U.S. Army Corp of Engineer since it is their responsibility.

RESOLUTIONS & ORDINANCES:

1. **Resolution #2015-561** Before the Asotin City Council Being a Resolution Declaring Certain Property Surplus. Councilmember Bly made a motion to approve Resolution #2015-561 Before the Asotin City Council Being a Resolution Declaring Certain Property Surplus. Seconded by Councilmember Tucker. There was no discussion. All Aye. Motion carried.
2. First Reading of **Ordinance #2015-796** Being an Ordinance of the City of Asotin, Washington, Creating Disposition of Real Property Surplus, Adding a new Chapter to Title 3 3.44 Disposition of Real Property Surplus to the Asotin City Municipal Code; Providing for Severability; and Providing for the Effective Date hereof. Councilmember Bly made a motion to approve the First Reading of Ordinance #2015-796 Being an Ordinance of the City of Asotin, Washington, Creating Disposition of

Real Property Surplus, Adding a new Chapter to Title 3 3.44 Disposition of Real Property Surplus to the Asotin City Municipal Code; Providing for Severability; and Providing for the Effective Date hereof. Seconded by Councilmember Van Pelt. There was no discussion. All Aye. Motion carried.

EXECUTIVE SESSION: RCW 42.30.110 None

ADJOURNMENT: Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Tucker. There was no discussion. All Aye. Motion carried. Meeting adjourned at 6:50p.m.

Mayor, Vikki Bonfield

Clerk/Treasurer, Tiffany Rogers