

ASOTIN CITY COUNCIL MINUTES
Monday, January 14, 2019
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, Mervin Schneider

STAFF PRESENT: Clerk/Treasurer, Tiffany Rogers, City Attorney, Jane Richards

PRESS: Kerri Sandaine, Lewiston Morning Tribune

AUDIENCE: Oscar Bly, Elaine Nagle, Charlotte Tuttle, Elaine Greene, Jo Anne Miller, Nelle Murray, David Pfeifer, Matthew McPeak, Jacob Cruser, Ty Aiken, Dena Smock, Bethany Wolfe, Mara Smock. There were more public present than signed the attendance form.

PUBLIC HEARING: None

III. 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.

Ty Aiken of 921 20th Ave Clarkston stated he is here representing the Asotin LIONS Club. He is interested in knowing about the fees for the LIONS Club renting the City Park. He wants to know if the Asotin LIONS Club will be charged to rent the cook shack regardless of non-profit status. He asked if the suggested fees are charged per day for one day or two days. Mayor Bonfield stated we will be discussing this issue tonight.

IV. CONSENT CALENDAR:

- a. Minutes of December 27, 2018 Regular Meeting**
- b. Expense Checks-** #41586-#41591 \$1,429.43 #41592-#41634 \$110,866.69
- c. Payroll Checks-** #41574-#41590 \$33,403.99 To Include EFT's
- d. Voids-**#41580 \$345.56 #41581 \$6,294.22 EFT \$5,963.91
- e. Approval of Unexcused and/or Excused Councilmember's absents**

Councilmember Bly made a motion to approve the consent calendar. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried. Councilmember Appleton made a motion to approve the absents of Councilmember Paris due to attending fire training. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

Fire Chief, Noel Hardin explained to the Mayor, Council and the audience about the City of Asotin EMS Levy. A flyer has been created titled "We Have the Answers". Noel would like to see the flyer go to every voter in Asotin. Maybe that means going door to door, placing the flyer at the post office and placing the information on the back of the utility statement. Fire Chief, Noel Hardin stated his phone number and e-mail address is listed on the flyer. Please feel free to contact him with any questions or concerns. Councilmember Loseth

stated the EMS Board has funding to do a press release and should do it soon as we are only a month away from the election. Councilmember Loseth thanked Fire Chief, Noel Hardin for making the flyer simple to read.

THE CITY OF ASOTIN EMS LEVY: *WE HAVE THE ANSWERS!*

What is on my February 12th Ballot?

The City of Asotin is asking voters to renew the levy for Emergency Medical Service (EMS) because it expired in December of 2018.

Why is the City asking for this?

Through the City of Asotin, the fire department is able to guarantee a fire and EMS response 24-hours a day, and EMS is the emergency service that our community uses the most. In 2018, over 90-percent of the emergency calls for service were EMS-related. And EMS calls have increased almost 25 percent since voters approved funding for the program in 2012.

How much is the EMS levy renewal?

The EMS levy would continue funding at .50 cents per \$1000 of assessed property value. That means the owner of a \$200,000 home would continue to pay approximately \$100 per year for a 24-hour paramedic response when needed and an EMT quick response.

Can this levy increase?

No, the limit allowed by Washington State law for an EMS levy is capped at .50-cents per \$1000 of assessed property value.

Is this a new tax?

No, voters approved an EMS levy in 2012. This would replace that levy which expired at the end of December 2018. Prior to the EMS levy voters approved an excess levy for years to fund this vital service to the community.

What does the EMS levy provide?

The EMS levy provides Basic Life Support with firefighters and emergency medical technicians, and Advanced Life Support with paramedics through a cost-effective partnership with the fire district and Lewiston. Funding pays for emergency personnel, training and certifications, ambulances, quick response units, maintenance, medical equipment, first aid supplies and equipment replacement.

Why remove the expiration date?

This would stabilize funding for our most widely-used emergency service and save money on elections, which can cost as much as \$5,000 to be on the ballot. This money would better serve our community by funding life-saving equipment or emergency personnel. It also allows for long term planning of the EMS program. As the community grows the levy can actually decrease through time.

Where can I find more information?

If you have questions or would like additional information, please contact Fire Chief, Noel Hardin. You can call him Monday through Friday at 509-758-5181 or email him direct at acfd1@cableone.net.

V. UNFINISHED BUSINESS:

1. Riverpointe Park

Mayor Bonfield did locate information that the park was dedicated and given to the City of Asotin when the original park was created. Therefore, the city can go forward with future discussions and decisions. If the city decides to sell it, it will have to be surveyed and appraised. This will be placed on the next agenda.

VI. NEW BUSINESS:

1. Nelle Murray to discuss Snyder Lane

Nelle Murray approached the council with a map and a documentary of discussion. She would like to sell her property that is located on Snyder Lane. The property is unsalable without permission from the City of Asotin Council to put in a septic system and the opportunity to connect to the 4" water line that has a junction box on the corner of her property. The lot is 1.72 acres and she would like to sell it as a single parcel. The property is on a single lane dirt road close to the County boundary line. There are two lots between hers and the County line. Frank Snyder has a house and the vacant parcel is owned by Neil Cox. Neil Cox's property extends to Costly Lane. When he decides to develop his property he can cut down the hill to Costly Lane. He is not interested in developing his property at this time or sharing sewer costs. There are no properties between her lot, and Meador that will be able to hook up to the sewer line. Therefore, there will be no option in the future of splitting the cost with new developers. The distance between the sewer system on Meador and her property on Snyder Lane is approximately 560'. According to Kevin Poole (Clarkston Public Works) the cost to put in sewer is \$80-\$100/linear foot if there are no problems. Lucky AhHi at AhHi Excavation concurs with the estimate. They both emphasized that the cost would be higher if there were problems. This makes the cost of running sewer to the corner of her property at least \$45,000-\$56,000. According to Lucky AhHi and Brian Sangster at Sangster Construction, the cost of a septic system generally runs \$6,000-\$8,500. Neighbors to this property are on County land and they have septic systems, Brian Hoffman and Chris Floch. Frank Snyder and her other house are in the city limits both have septic systems and are connected to city water. Nelle Murray stated she spoke with Craig Riehle at PUD regarding the 4" water line that is in a junction box on the corner of her property. Brian Hoffman has a 1" water line that runs from this junction box through her property to his house above her. Frank Snyder also uses this water line. Craig said that regulations governing water usage were City of Asotin's responsibility. He has talked with Mayor Bonfield regarding usage of this line. Councilmember Appleton stated the septic would be right on top of the aquifer for Asotin and he is hesitant since it is next to the pump house. Nelle Murray stated Health regulations only require 100' from septic to a well. Councilmember Bly asked are you close to the crick? Nelle Murray showed on the map that she is not close to the crick. Councilmember Schneider asked about the water line. Mayor Bonfield stated hooking into the water line is not an issue. Councilmember Bly stated she would say no due to the ordinance. Councilmember Loseth stated she appreciated the time, effort and information provided that Nelle Murray put into this presentation. Nelle Murray asked if there is any more information the council needs to make a decision. Mayor Bonfield stated she talked to DOE and their concern was the Crick. Mayor Bonfield's concern is when you make an exception you set a precedence then you have to follow that precedence throughout the city. The city has to make sure it's not going to come back and bite the city and cost the city money. Nelle Murray stated putting a sewer in for \$45,000-\$56,000 makes her property unsaleable when a septic system runs \$6,000-\$8,500. It's a financial hardship. She also stated if Snyder Lane was provided with city services she

would be hooking up to city systems. But since development within the city limits on Snyder Lane is limited to two properties then it makes sense to allow this property an exception. Councilmember Bly asked Nelle Murray how you know the new owner is not going to subdivide. Mayor Bonfield asked Nelle Murray is she putting this in before she sells it? Nelle Murray stated no. Councilmember Appleton's concern was contaminating the cities aquifers. Councilmember Appleton wants to know how deep our wells are. Councilmember Bly stated she believes our wells are 500 feet. Mayor Bonfield stated the ordinance says new construction must install and hookup to the city sewer. Cost is not a factor that you can consider in. Nelle Murray asked the Mayor and Council if they would like to view the property before they make a decision. They agreed they could do that. Nelle Murray gave them her phone number to make an appointment with her each separately as to not create a quorum. Mayor Bonfield would like to hold this topic over until next meeting so the council can review the ordinance, look at the property and ask the City of Asotin Waste Water Treatment Plant Operator to examine the situation. Mayor Bonfield thanked Nelle Murray for all the time and research she put into the presentation to the council.

2. Collection Services Agreement with Credit Bureau of Lewiston-Clarkston to recover past due receivable court payments

Councilmember Appleton made a motion to approve Mayor Bonfield to sign the Collection Services Agreement with the Credit Bureau of Lewiston-Clarkston to recover past due receivable court payments. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried.

3. Council to Choose 2019 Standing Committees

Mayor Bonfield asked the council if they would like to maintain the committees you are currently on, or if you would like to make changes to let her know by the next meeting.

- 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) **Joe Appleton**
- e. Transportation (Streets, Dept of Transportation Liaison)
Mervin Schneider
- f. Parks and Recreation (Parks, Cemetery, Asotin Community Center Historical)
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 @8:30am Clarkston PTBA Bldg 15th Street
- k. MPO Policy Board **Vikki Bonfield**
2nd Thursday @ 4pm Lewiston Public Works Bldg
- l. Stormwater **Jennifer Bly**
Quarterly 2nd Monday @3-5pm Asotin County Annex

VII. CONSULTANT/CONTRACTOR REPORTS: None

Keller Associates, Inc.

- a. **2nd Street Stormwater Project**
- b. **TIB 4th Street Rehabilitation**

VIII. CLERK'S REPORT:

1. 2019 City of Asotin Budget

Clerk/Treasurer, Tiffany Rogers stated a copy of the 2019 City of Asotin Budget is on the City of Asotin Website and available at the City Hall.

2. 2018 Building Reports

The 2018 Building Reports show the City of Asotin had an increase of valuation of 1,484,802.30 which includes Commercial, Deck, Garage, Mechanical, Reroof, Single Family Dwelling and Storage and Pole Building Permits.

3. Asotin Days Meeting Wednesday, January 16, 2019 5:30pm Asotin City Hall Discussion of Non-Profit Organization 501-C3 Status rates, cleaning deposits and commodity replacement charges

Clerk/Treasurer, Tiffany Rogers stated Councilmember Loeth and Paris will host the Asotin Days Meeting Wednesday, January 16th at 5:30pm at Asotin City Hall.

4. December 2018 Asotin Municipal Court

The City of Asotin Municipal Court received \$1,148.00 for fines and fees for December. \$712.35 was distributed to the State of Washington. \$7.43 was distributed to Asotin County for Crime Victims. The city received \$428.22.

5. The City of Asotin will be hosting a Vendor Fair on Saturday, April 27, 2019 during the Asotin County Fair & Hells Canyon Rodeo on Cleveland Street and a Holiday Craft Fair on Saturday, November 2, 2019 at the Asotin-Anatone High School. There will not be a vendor fair during August's Asotin Days. Yard Sales will still be a part of Asotin Days.

Clerk/Treasurer, Tiffany Rogers stated she and Deputy Clerk, Tina Davidson have decided to continue hosting the Vendor Fair on Saturday, April 27, 2019 during the Asotin County Fair & Hells Canyon Rodeo on Cleveland Street and a Holiday Craft Fair on Saturday, November 2, 2019 at the Asotin-Anatone High School. There will not be a vendor fair during August's Asotin Days. Vendor Fee will still be \$25.00 for a space. Yard Sales will still be a part of Asotin Days. The forms are available on line at the cities website. Any questions or concerns please contact Tina Davidson at 509-243-4411.

6. Free Mental Health First Aid Training Scheduled for Saturday, April 20, 2019 8am-5pm Asotin Community Center 305 1st Street, Asotin WA hosted by Eastern Washington Area Health Education Center. All Police, Fire, EMS, Veterans and any community member interested. Sign up at the following link:

<https://sites.ewu.edu/ewahec/mental-health-first-aid/upcoming-mental-health-first-aid-trainings/>

DEPARTMENTS:

a. POLICE DEPARTMENT:

2018 2017 2016 2015 2014

Total Calls	612	753	804	749	522
Adult Arrests	34	58	66	38	19
Juvenile Arrests	6	8	8	1	4
Traffic Stops	504	831	633	468	284
Citations					
Infractions Traffic	157	283	133	16	
Infractions Non-Traffic	0	0	0	0	
Criminal Traffic	11	23	16	2	
Criminal Non-Traffic	9	17	17	7	
Total Citations	235	323	166	25	

2014-2015 APD had Chief Derbonne, Officer Coopess, and Renzelman as SRO, and several Reserves to include Donna

*Chief Renzelman Instituted SECTOR 2015

*In part of 2016 and 2017 we had a Chief, a full time officer, a SRO and a full Reserve Force

* In 2018 we were cut down by one officer and the reserves

*2019 we were cut down to just a Chief

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT:

2018 Year End Stats

- 65 Medical Calls
- 22 Fire Calls
- 15 Public Events/Standby

WWTP Latah Sanitation, Inc, Moscow Recycling, Clearwater Composting

Clerk/Treasurer, Tiffany Rogers stated the city received a report today for the Waste Water Treatment Plant from Latah Sanitation, Inc. 2018 Annual Certification. From January 1, 2018 through December 31, 2018, Clearwater Composting received and processed approximately 146.56 tons of biosolids from the City of Asotin. When processed, this tonnage yields approximately 345.88 cubic yards of Class A Compost. These biosolids were co-mingled with other producers and the total tonnage of co-mingled Class A Compost is 11,173 cubic yards. The Class A Compost has been processed in accordance with the 503 regulations and has been dispersed in the following manner: Approximately 2,250 cubic yards of Class A Compost is stockpiled in front of the compost facility for future trammeling for cover, amendment material for operations and/or public distribution. Approximately 8,923 cubic yards of Class A Compost is stockpiled in the bottom section of the compost facility for future trammeling for cover, amendment material for operations and/or public distribution. There were no odor complaints this year. Brandon Johnson, Chief Executive Officer certifies under the penalty of law, that the information that will be used to determine compliance with the Class A pathogen requirements in 503.32 (a) and the vector attraction reduction requirement in 503.33 (b) (5) was personnel properly gather and evaluate this information. He is aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

d. PLANNING COMMISSION:

- Next Planning Commission meeting will be Thursday, April 4, 2019 6:30pm
- Approved Minutes from 7/12/18 and 11/8/18

- Elections were held new Chair, Jim Jeffreys, Vice-Chair, Ron Crossin and Secretary, Mercia Neace

e. ASOTIN MUNICIPAL COURT:

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 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- None

Jennifer Bly- None

Lori Loseth- Councilmember Loseth stated she attended the EMS Board Meeting Tuesday. The discussion was trying to figure out the impact of the airport and the Lewiston Fire Department as there are going to be new mandates and things that will be done differently. They also discussed helping the City of Asotin get the word out for the EMS Levy and provide funding. The EMS Board did an educational piece last year about “When to call 911”. They are looking for additional topics and ideas for this year’s education campaign. All suggestions are welcome.

Dwayne Paris-Absent

Mervin Schneider-None

MAYOR’S REPORT: None

XI. RESOLUTIONS & ORDINANCES:

1. **Resolution #2018-644** A Resolution of the City Council of the City of Asotin, Washington Revising Resolution #2017-597 to Clarify Non-Profit Organizations 501-C3 Status and Establish Fees for Non-Profit Organizations and City Park Fees
Tabled until next meeting to clarify Non-Profit Status

Ty Aiken stated he was confused about waiting to accept the Resolution until after the Asotin Days meeting that will be January 16th. Mayor Bonfield stated if Asotin Days decides to stay under the cities umbrella then certain events are considered events of the city. However, if Asotin Days does not want to be associated with the city and start their own association then different rules apply for rentals at the City Park for facility and cook shack use. Ty Aiken stated the Asotin LIONS Club does not have 501-C3 status. Ty Aiken asked if the Asotin LIONS Club can be considered exempt. Mayor Bonfield asked then would we exempt the Masons? Ty Aiken stated the Asotin LIONS Club has paid to build that park and has raised over \$8,000 to give back to the community. Mayor Bonfield stated she was not aware that the Asotin LIONS Club did not have 501-C3 status. A gentleman in the audience stated the Mason's do not have 501-C3 status either, however, they are still tax exempt. Fraternities and most organizations do not apply for 501-C3 status because it is difficult to get. Ty Aiken stated if anybody donates money to the Asotin LIONS Club they can write the donation off of their income taxes. Ty Aiken stated the Asotin LIONS Club cannot apply for 501-C3 Status due to they do not have their original 1947 by-laws that have to be sent when you apply. Ty Aiken stated they use the park for more than Asotin Days such as the Easter Egg Hunt. Ty Aiken is asking the council to exempt the Asotin LIONS Club on their merit through the years of building, maintenance and upkeep to the cook shack. Charlotte Tuttle commented as a citizen of the City of Asotin the Asotin LIONS Club has a good will in the park and they constructed the structures. She would like to see the city council exempt them from any fee other than replacement of commodities. They only use it twice a year, and would hate to have them pay for the use to do the Easter Egg Hunt. This topic will be placed on the next agenda to better clarify non-profits.

2. **Resolution #2018-645** A Resolution of the Council of the City of Asotin Being A Resolution Declaring Surplus Items of Dining Ware, Linen Table Clothes, Linen Napkins, Linen Chair Covers, Wine Glasses, Pitchers, Plates, Forks, Spoons and Knives
Councilmember Bly made a motion to approve Resolution #2018-645 A Resolution of the Council of the City of Asotin Being A Resolution Declaring Surplus Items of Dining Ware Linen Table Clothes, Linen Napkins, Linen Chair Covers, Wine Glasses, Pitchers, Plates, Forks, Spoons and Knives. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.

EXECUTIVE SESSION: RCW 42.30.110: None

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 6:21pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers