**ASOTIN CITY COUNCIL MINUTES**

**Monday, June 10, 2019**

**Asotin City Hall, 121 Cleveland Street, Asotin WA**

1. **CALL TO ORDER:** Mayor Bonfield, called the City Council Meeting to order at 5:30p.m.
2. **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, Charlotte Tuttle, Jim Jeffreys, Oscar Bly

1. **PUBLIC HEARING:** None
2. **ORAL COMMUNICATIONS- PUBLIC COMMENT**:

Resident, Elaine Greene asked for an update on the fox situation that occurred this week on Fourth Street. Mayor Bonfield stated, Police Chief, Monte Renzelman contacted the Wildlife Department and they set up two traps but does not have an update. Elaine Greene also reported she has a fox, turkey and a coyote at her house. She stated the city might want to mention the coyote to Wildlife Department. Resident, Charlotte Tuttle reported there is a fox on 5th Street too.

1. **CONSENT CALENDAR:**
2. **Minutes of May 28, 2019 Regular Meeting**
3. Expense Checks- #42005-#42016-#42049 $20,449.89 To Include EFT’s
4. Payroll Checks- #42006-#42015 $23,931.94 To Include EFT’s
5. Voids- $500.00 EFT

Councilmember Bly made a motion to approve the consent calendar. Seconded by Councilmember Loseth. All Ayes. There was no discussion. Motion carried.

**Approval of Unexcused and/or Excused Councilmember’s absence**: None

1. **UNFINISHED BUSINESS:**
2. **Washington Street-Kings Lane Issue Committee Report**

Councilmember Appleton stated he and Councilmember Schneider looked at the property but have two different opinions. Councilmember Loseth asked City of Asotin Fire Lieutenant, Dwayne Paris how much feet is needed for an emergency vehicle to access that area. City of Asotin Fire Lieutenant, Dwayne Paris stated ten feet of a single lane, less than ten feet is an issue. Councilmember Schneider asked City Attorney, Jane Richards to check on who’s responsibility it is for the removal of the trees and roots. Mayor Bonfield stated she received additional information and wants to make sure who owns the street. She will look through the minutes for additional information. The water line runs through this section of the street.

1. **NEW BUSINESS:** None
2. **CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

1. **2nd Street Stormwater Project**

Still working on paperwork.

1. **TIB 4th Street Rehabilitation**

Working on pouring the driveways this week.

1. **2019-2020 TIB 2nd Street Pavement Project**

Surveys are being conducted and the plans are being prepared.

1. **CLERK’S REPORT:**
2. **Firework Regulations**

City of Asotin Fourth of July Fire Work Celebration Regulations

July 3rd between the hours of 9:00 am and 11:00 pm

July 4th between the hours of 9:00 am and 12:00 midnight

July 5th between the hours of 9:00 am and 11:00pm

1. **May Asotin Municipal Court**

 The City of Asotin Municipal Court received $1,288.00 for fines and fees in May.

 $713.93 was distributed to the State of Washington. $9.84 was distributed to Asotin

 County for Crime Victims. The city received $564.23. Resident, Charlotte Tuttle would like a

 report on the court expenses. Clerk/Treasurer, Tiffany Rogers will prepare the report for the

 next council meeting.

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

 Clerk/Treasurer, Tiffany Rogers reported there were 52 past due utility accounts for May.

 Councilmember Loseth stated to place an ad on the reader board stating the utility payment can

 be automatically deducted from the utility users bank account on the 20th of each month with no

 fees.

1. Clerk/Treasurer, Tiffany Rogers stated she will be starting the 2020 budget this month. Starting with creating a zero balance budget for the fire department.

 **DEPARTMENTS:**

1. **POLICE DEPARTMENT:** None
2. **CITY ATTORNEY:** None
3. **FIRE DEPARTMENT:** None

1. **PLANNING COMMISSION:** None
* Next Planning Commission meeting will be Thursday, July 11, 2019 7:00pm City Hall

* Planning Commission Opening contact City Hall for an application or call 509-243-4411
1. **ASOTIN MUNICIPAL COURT:**

**2019 ASOTIN MUNICIPAL COURT DATES**

June 27 July 25 August 22 September 26 October 24 November 21 December 19

1. **ASOTIN DAYS:** None

Next Regular Meeting Wednesday, June 19 ,2019 5:30pm City Hall

**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)**–Jenifer 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 & Lori Loseth 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 2ndThursday @ 4pm Lewiston Public Works Bldg

m. **Stormwater -** Jennifer Bly & Bob Portlock Quarterly 2nd Monday @ 3-5pm Asotin County Annex

n. **Asotin Days** - Lori Loseth 3rd Wednesday of the month @ 5:30pm City Hall

1. **COUNCIL COMMUNICATIONS:**

**Agenda Related Topics**

**Joe Appleton-** Councilmember Appleton asked if he can park his camp trailer at Chief Looking Glass Park while4th Street driveways are being repaired. Mayor Bonfield stated yes, just to inform Police Chief, Monte Renzelman that its going to be there.

**Jennifer Bly-** Councilmember Bly reported on the Stormwater meeting that was held regarding the operations and maintenance. They have swept 582 tons of debris. The vector truck can pick up 172 tons before unloading it. A new billing clerk has been hired from 20 hours a week to 32 hours a week. The $50,000.00 Capacity grant that is given each year is going to be increased to $100,000.00 for hardship entities. However, City of Asotin is not considered a hardship entity and does not qualify for the increase. Stormwater will be fixing some problem areas on 8th and 7th Street fixing the ADA ramps that are going underwater. It was suggested at the Stormwater meeting to letter the sweeper/vector to identify it is the Asotin County Stormwater equipment so people can see their $5.00 Stormwater fee at work. Councilmember Bly stated she was surprised to hear that PUD has taken over the City of Clarkston’s Waste Water Treatment Plant. The council discussed water rights, sewer issues, unfunded state mandates, permits and pro’s and cons about PUD taking over those types of facilities. One thing that was agreed upon no matter who runs those type of facilities, the user will always pay for the increased utility rates.

**Lori Loseth**- Councilmember Loseth stated the Asotin County Family Aquatic Center has a City of Asotin representative opening on the board.

**Dwayne Paris**- Councilmember Paris stated he just received an e-mail from Asotin County Commissioner, Jim Jeffords regarding the Interlocal Jail Facility Use Agreement Draft between Asotin County, City of Asotin and City of Clarkston. It states Asotin County would like a response by June 27th. Councilmember Paris asked Clerk/Treasurer, Tiffany Rogers to place this topic on the June 24th agenda.

**Mervin Schneider-** Councilmember Schneider stated thecatch basin across from his house looks like it is being used as a garbage disposal. Mayor Bonfield stated she will have Public Works Superintendent, Bob Portlock investigate the situation.

**MAYOR’S REPORT:**

**Growth Management Act, Comprehensive Plan Critical Area update**

Mayor Bonfield stated she and Deputy Clerk, Tina Davidson are working on a partial Growth Management Act for the Comprehensive Plan Critical Area update which includes adding current RCW’s and other items that are in need of updating. A public hearing will take place June 24th which is at the next council meeting at 5:35pm. Then a resolution will be presented for passage before the plan is submitted. Mayor Bonfield will send a copy to the council for review. The Comprehensive Plan has not been updated since 1994. Mayor Bonfield would like to ask the Planning Commission for their help to review items and update ordinances, practices or procedures that no longer apply.

1. **RESOLUTIONS & ORDINANCES:** None

**EXECUTIVE SESSION: RCW 42.30.110:** None

**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 6:16pm.

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Mayor, Bonfield

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Clerk/Treasurer, Tiffany Rogers