**ASOTIN CITY COUNCIL MINUTES**

**Monday, September 23, 2019**

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

1. **CALL TO ORDER:** Mayor Pro-Tem Bly, 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, Police Chief, Monte Renzelman

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

**AUDIENCE:** Oscar Bly,Elaine Greene, Charlotte Tuttle, Chris Segroves, Asotin County Fair &

Hells Canyon Rodeo President, Peggy Hansford, Asotin County Fair Board Member,

 Chad Hendrickson, Asotin Days Chair, Judy Floch

1. **PUBLIC HEARING:** None

1. **ORAL COMMUNICATIONS- PUBLIC COMMENT**:

Chris Segroves, 2116 6th Ave, Clarkston stated he had two things to discuss with the council. He wants to clear the air on rumors about the property he purchased from the city that is located below the fairgrounds. He has heard rumors that he did not have permission to put the road in from his property to Filmore Street. He wanted to inform the council that he did have permission to do so however, maybe they were not aware what it would look like, but he did have permission. Councilmember Loseth asked where did the permission come from? Did you obtain a permit to do so? Chris Segroves explained he had permission from the Asotin County Stormwater to move dirt. The State of Washington gave him permission for fire access and emergency vehicles to access the upper property. A cable was approved by the state to put across the upper part. Chris Segroves stated Public Works Bob Portlock was aware. All things were talked about and discussed. Chris Segroves stated it was completely false that he did not have permission. Councilmember Schneider asked if there were any surveys. Chris Segroves stated there were no surveys done because it is strictly a utility easement road not to be used everyday by the public. Only an access road for utilities and in case emergency personnel need to get to the property. Chris Segroves stated if it was a road for everyone to use it would have been to grade. Therefore, it is only a utility easement road to be used. Chris Segroves stated he is changing his direction on which way to go for the property as of right now it will not be his forever home site. Councilmember Schneider stated that is a big easement road. It looks like a highway. He stated his understanding of a utility road was just enough width to get a small vehicle through there. Councilmember Schneider thinks it’s a wide easement road. Chris Segroves stated the road is not finished, the easement road has to have a separation between water and sewer that is a 10 foot separation between the two utilities. Chris Segroves stated do we know what the final road would like no? No, we don’t, we don’t know what the finished product would look like yet. Chris Segroves asked is the grade as such that it could be used as a road? No, exactly not, as it was intended to be a utility easement road only. Councilmember Bly asked why are you scratching your original plans which was to build a home and sell half to the county for a parking lot. Chris Segroves stated he is open to speak with Asotin County again, but as of right now he is holding on to what he has and finding out which direction he wants to go. Councilmember Schneider asked Chris Segroves are you working on that property now? He stated no, he is going to go a different direction. One idea is to put outdoor boat and RV storage there with fencing and use part for parking for fair time. He needs to know direction from the council as far as where he goes to get zoning directions. Is it the Planning Commission or City Council for zoning? Councilmember Schneider stated he need to go to the Planning Commission and see what you can or cannot put on the property. It is zoned as R2 therefore, you can have storage sheds. Chris Segroves asked but can he have 65 storage sheds there? Councilmember Bly stated contact the Building Inspector. Councilmember Bly stated if you want to do something other than that you would have apply for a conditional use permit. Councilmember Appleton stated check with fire department with storage sheds for that area. Chris Segroves stated what he really wants to do is put a fence up to store Motor Home’s, RV’s and Jet Boat’s in a secure outside storage with a gate that opens and closes with a code. Police Chief, Monte Renzelman stated he has a concern with only being one person on the police force there is concern of vandalisms. Councilmember Paris stated we will read the zoning ordinances this week and get back to you at the next council meeting to let you know what you can and cannot do. Resident, Judy Floch stated it might then be considered commercial. Chris Segroves stated the Asotin County Fair is zoned as R1 but yet they are running a business out of the fair grounds with renting buildings for weddings and events. Councilmember Paris asked Clerk/Treasurer, Tiffany Rogers to place this topic on the next council meeting agenda which will be Tuesday, October 15th.

Resident, Elaine Greene wanted to know who put up the lighted “A” on the water tower? The response from the public was the LIONS Club.

1. **CONSENT CALENDAR:**
2. Minutes of September 9, 2019 Regular Meeting
3. Expense Checks- #42276-#42302 $69,631.75 To Include EFT’s
4. Payroll Checks- #42269-#42275 $13,550.89 To Include EFT’s
5. Voids- None

Councilmember Loseth made a motion to approve the consent calendar. Seconded by Councilmember Paris.

All Ayes. There was no discussion. Motion carried.

**Approval of Unexcused and/or Excused Councilmember’s absence**:

Councilmember Appleton made a motion to approve the excused absence of Mayor Bonfield due to an injury. Seconded by Councilmember Paris. All Ayes. There was no discussion. Motion carried.

1. **UNFINISHED BUSINESS:** None
2. **NEW BUSINESS:**
3. **President, Peggy Hansford of the Asotin County Fair & Hells Canyon Rodeo Carnival**

**parking**

President, Peggy Hansford of the Asotin County Fair & Hells Canyon Rodeo asked if the city had any extra parking for the carnival vehicles and trailers. The annex area is going to be used for fair campers and vehicle parking. The back fair parking lot where the campers used to park will now be used for 4-H/FFA, Judge and public parking. Mitch from the carnival company would like to place additional kids’ games on the Chief Looking Glass Park located by the tennis and basketball courts. Peggy asked about the point to the marina where the beach is. The council stated that is owned by the U.S. Army Corp of Engineers. The council suggested Peggy contact Ronnie Mock from the State of Washington to see if parking would be allowed along the property located by the bike path. Fair Board Member, Chad Hendrickson stated we want to be a partnership to help find parking. If we cannot solve the problem with the carnival parking, then the carnival will not be able to attend the event.

Peggy asked if the carnival campers and vehicles could park at the City Park. Peggy ask that we contact her as soon as possible with a decision about the carnival using additional grass area for the kid’s games and City Park parking.

1. **CONSULTANT/CONTRACTOR REPORTS:** None

**Keller Associates, Inc.**

1. **TIB 4th Street Rehabilitation**
2. **2019-2020 TIB 2nd Street Pavement Project**
3. **CLERK’S REPORT:**
4. **2020 Budget Workshop After Council Meeting**

Clerk/Treasurer, Tiffany Rogers stated there will be a Budget Workshop for the 2020 Budget following the council meeting to discuss wages and benefits.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated the burn ban was lifted today. It is ok for recreational fires and BBQ pits. However, Open Burning is not until October 15- December 15th 9am-4pm

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

1. **PLANNING COMMISSION:**
* Next Planning Commission meeting will be October 10, 2019 7:00pm City Hall
* Planning Commission still has an opening for a commissioner. Please contact City Hall for an application or call 509-243-4411
* Deputy Clerk, Tina Davidson stated she and Jim Jeffreys will meet before the Planning Commission Meeting to discuss the Comprehensive Plan. The council members have already reviewed the first portion.
1. **ASOTIN MUNICIPAL COURT:**

**2019 ASOTIN MUNICIPAL COURT DATES**

September 26 October 24 November 21 December 19

1. **ASOTIN DAYS:**
* Next Regular Meeting Wednesday, January 15, 2020 5:30pm City Hall
* Asotin Days Chair, Judy Floch stated the bills that have been turned in are breaking even with what was brought in for Asotin Days. There is one outstanding bill. Asotin Days will now have products to sell such as, t-shirts and koozies so that Asotin Days will have more exposure. Asotin Days is wanting to get enough people together and place floats in the parades for free advertisement. Judy stated everyone thought Asotin Days went really well. Will find a new location for the kid’s games. We will need additional signage as to where the museum is and making volunteers more visible. The Vendors liked being on 2nd Street since it made themselves more visible.

 **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-** None

**Jennifer Bly-** None

**Lori Loseth**- None

**Dwayne Paris**-None

**Mervin Schneider-** Councilmember Schneider stated there are large tumble weeds between the intersection of Highway 129 and Washington by the “Welcome to Asotin” sign. Clerk/Treasurer, Tiffany Rogers stated these will be burned during open burning season.

**MAYOR’S REPORT:**

**Short Form of Agreement between Owner and Engineer for Professional Service for 2nd Street Waterline Replacement**

Mayor Pro-Tem, Bly stated we just received this agreement today for the 2nd Street Waterline Replacement. This is one of the documents USDA needed to finish for the Letter of Conditions for the loan/grant. Councilmember Schneider made a motion to approve the Short Form of Agreement Between Owner and Engineer for Professional Services for 2nd Street Waterline Replacement. Seconded by Councilmember Paris. All Ayes. There was no discussion. Motion carried.

1. **RESOLUTIONS & ORDINANCES:**

 **1****. First Reading of Ordinance #2018-840** An Ordinance of the City Council of the City of

 Asotin, Washington, Amending Ordinance 06-678 Chapter 2.04 Titled City Council Section

 2.04.040 Adding Rules of Procedure for City Council Meetings, Public Hearings, Legislative

 Process and Public Comments or Complaints.

 Councilmember Paris made a motion to approve the First Reading of Ordinance #2018-840

An Ordinance of the City Council of the City of Asotin, Washington, Amending Ordinance

 06-678 Chapter 2.04 Titled City Council Section 2.04.040 Adding Rules of Procedure for City

 Council Meetings, Public Hearings, Legislative Process and Public Comments or Complaints.

 Seconded by Councilmember Loseth. All Ayes. There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110(i) Contracts 6:15pm-6:45pm**

Mayor Pro-Tem, Bly asked for an Executive Session for Contracts. 6:15pm for 15 minutes. 6:30pm Mayor Pro-Tem, Bly asked for an additional 15 minutes extension. Executive Session closed at 6:45pm

6:45pm Mayor Pro-Tem, Bly stated she will research how long it takes for training from the ICBO to obtain certifications. Mayor Pro-Tem, Bly would also like to set up a meeting with the Union Rep to have a mutual understanding as to what is permitted within their union contract perimeters.

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Paris. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:50pm.

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Mayor Pro-Tem, Bly

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Clerk/Treasurer, Tiffany Rogers

**ASOTIN CITY BUDGET WORKSHOP MINUTES**

**Monday, September 23, 2019**

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

**CALL TO ORDER:** Mayor Pro-Tem, Bly called the 2020 Budget Workshop Meeting to order at

 6:55p.m.

**ROLL CALL:** Joe Appleton,Jennifer Bly, Lori Loseth, Dwayne Paris, Mervin Schneider

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers

Clerk/Treasurer, Tiffany Rogers did not have any reports to distribute at this time except a chart to reflect employees’ wages and benefits.

Clerk/Treasurer, Tiffany Rogers presented the following facts and statements:

**Employees**

* 2017 was the largest budget the city had with 3 Police Officers, 1 Evidence Clerk and 2 reserve Officers. 3% Cost of Living Wage was given. Total Employee Budget $675,841.67.
* 2018 Medical, Dental and Vision Benefits for dependents were removed and taken away from the employees to balance the budget. Even though the Police Chief’s Memorandum of Understanding stated he would receive 80% medical, dental and vision paid for his dependents, he went without dependent coverage for two years to balance the budget. The Mayor even forwent her wage to help balance the budget. The employees agreed not to ask for a cost of living wage to also balance the budget. Total Employee Budget $561,081.04.
* 2019 the city lost 2 Police Officers and 1 Evidence Clerk and 1 Reserve Officer, still no dependent medical, dental or vision coverage and employees still did not ask for a cost of living wage increase to balance the budget. Total Employee Budget $424,027.45.
* Each employee is not at the standard rate of pay per job title position of comparisons to the same size city’s as Asotin. The employees are not asking for that update, however, they are on the low end of any comparisons.
* Clerk/Treasurer, Tiffany Rogers discussed adjusted items for the employees which included updating their benefits.
* Clerk/Treasurer, Tiffany Rogers provided a distribution of wage percentages from each certain funds.
* Clerk/Treasurer, Tiffany Rogers stated each department and Department Head have been very frugal with their budgets this year.

**Banking**

**Investments**

* 2020 the City of Asotin Budget is looking the best it has in the past 4 years. The investments are at an all-time high of a balance of $62,000.00. The past 4 years that balance was zero.
* Bank Account/Checking Account Cash on Hand $50,000.00.

No decisions were made.

Clerk/Treasurer, Tiffany Rogers requested the council have an answer about the adjusted items for the employees by the next council meeting which will be Tuesday, October 15th.

**ADJOURNMENT: 7:35pm**

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Mayor Pro-Tem, Bly

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Clerk/Treasurer, Tiffany Rogers