**ASOTIN CITY COUNCIL MINUTES**

**Tuesday, October 15, 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, City

Attorney, Jane Richards, Waste Water Treatment Plant Operator, Bill Frye

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

**AUDIENCE:** Oscar Bly,Elaine Greene, Charlotte Tuttle, Chris Segroves, Kevin Cope, Kerry Cope,

Stillman Norton, Keller Associates, Inc, Department of Ecology, Kim Prisock, P.E.

1. **PUBLIC HEARING:** None

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

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

1. **UNFINISHED BUSINESS:**
2. **President, Peggy Hansford of the Asotin County Fair & Hells Canyon Rodeo Carnival**

**Parking**

**Carnival Parking**

Mayor Pro-Tem stated Public Works Department and Police Department would like to request a meeting with Councilmember Appleton and Schneider of the Parks and Recreation Committee to look at options prior to making any decisions or suggestions. Then the options can be brought back to the council. Clerk/Treasurer, Tiffany Rogers will e-mail each entity to gather times and dates to meet before the next meeting which will be October 28th.

1. **Decision for Chris Seagrove’s zoning question**

Chris Segroves approached the council to ask if a decision had been made by the committee to allow a commercial outdoor storage business on his property. There was discussion about the correct zoning of the property. Mayor Pro-Tem, Bly stated there may need to be some changes to the Conditional Use Permit ordinance to include outside storage. The city does not spot zone. Chris Segroves stated the fairgrounds rents their buildings and what zone are they in. Mayor Pro-Tem, Bly stated the fairgrounds is grandfathered in. Building Inspector, Bill Frye stated the proper procedure is to file a Conditional Use Permit. The Planning Commission will review. There will be a public hearing for the people who live within three hundred feet of the property. Then the decision will be forwarded to the council.

1. **NEW BUSINESS:**
2. **City of Asotin Waste Water Treatment Plant to receive Award**

Department of Ecology, Kim Prisock stated she is honored to be here on behalf of the Spokane Eastern Region office to recognize Waste Water Treatment Plant Operator, Bill Frye. He has received this Special Recognition Award plaque for six consecutive years in a row, and the 11th year overall. She wanted to let everyone know that a photo of the City of Asotin’s Waste Water Treatment Plant made it on the blog and only three cities were chosen for the blog. She also wanted to recognize Bill Frye and Bob Portlock’s work at the treatment plant and the support of the council and the mayor. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington’s waters. Your excellent record is a credit to the dedicated operators who are responsible for running this award-winning plant. Councilmember Schneider stated he is dedicated to the job, does his job well, and really loves his job. Councilmember Loseth added congrats and stated it is nice to have pride in your job, and since it is right on the road it is making a good first impression. Councilmember Appleton stated the plant is well kept, organized and logs are up to date. Councilmember Paris thanked Bill Frye and his wife for putting up with him when he has late night call outs. Waste Water Treatment Plant Operator, Bill Frye thanked the council and the Department of Ecology for all their support.

1. **Interlocal Governmental Agreement Between Public Utility District No.1 of Asotin**

**County and the City of Asotin**

Mayor Pro-Tem, Bly stated the City of Asotin received an amended Interlocal Governmental Agreement between the Asotin County Public Utility District (PUD) and the City of Asotin. The PUD is seeking an adjustment in compensation under the Agreement. PUD has been operating and managing the system since 2005 without an increase in the original agreed upon compensation of $3,500.00 per month. In addition, language has been amended to accurately reflect duties that PUD staff are currently performing. Waste Water Treatment Plant Operator, Bill Frye stated PUD has not increased their rates for over ten years. Even at $5,000.00 a month it is a good deal. The only thing he would like to see is language added into the contract before it is signed that they do a onetime interior inspection of the reservoir before January 1,2020. Bill Frye stated to the best of his knowledge the tank has not been painted since 1984 and has not been dove within the past ten years. It is a half a million-gallon tank which would cost $100,000.00 and should be done once every 5 years. In the past they actually dive in the tank to inspect it. Now they use a robot to inspect the tank. Councilmember Paris asked Bill Frye if he noticed PUD is not doing the mainline flushing, and what does daily mean, seven days a week or five days a week. Councilmember Paris stated is looks like PUD is wanting more money for doing less. Bill Frye stated he would go through the contract and make suggestions and have something in writing for the next council meeting.

1. **CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

1. **TIB 4th Street Rehabilitation**

Stillman Norton, Keller Associates, Inc stated we have gone as far as we can with the current contractor. The rest of the discussion is reserved for an executive session.

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

Stillman Norton, Keller Associates, Inc stated they will be sending to the City of Asotin Public Works Department the 50% design. As the design gets closer to being finished Stillman Norton would like to have another town hall meeting with the same group that attended the last meeting to obtain additional public information.

1. **Sprint Cell Tower Upgrade**

Building Inspector, Bill Frye wanted to inform the council that Sprint is replacing three cell antennas and a few on the ground units at the cell tower site. Sprint stated they only want to pay for a permit on the labor. They stated they should not have to include the value of the non-permanent trademark fixtures. Building Inspector, Bill Frye consulted with Stillman Norton, Keller Associates, Inc and they both concur that the Sprint building permit is for all pieces which includes, equipment such as the crane that will need to be on site, mobilization, antenna cables up and down the tower, three units on the ground and the non-permanent trademark fixtures. Stillman Norton stated they should provide an estimate of the value to be charged for the building permit accordingly. Sprint must disclose the value of the equipment costs and project costs. The council agreed as well. Building Inspector, Bill Frye will email Sprint and inform them of the decision.

1. **CLERK’S REPORT:**
2. **September 2019 Asotin Municipal Court**

The City of Asotin Municipal Court received $5,992.00 for fines and fees for September.

$3,575.77 was distributed to the State of Washington. $41.96 was distributed to Asotin

County for Crime Victims. The city received $2,374.27.

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

Clerk/Treasurer, Tiffany Rogers reported there were 43 past due utility accounts for

September.

1. **2020 Census 101: What You Need To Know**

Clerk/Treasurer, Tiffany Rogers attended the 2020 Census Meeting at the Asotin County Library. The most important reason for participating and completing the Census is so the cities and counties have current data for grant funding opportunities. It is much easier to self-respond to the Census since we have better technologies. You can participate in three different ways, Internet, Toll-free Number and Paper. April 1, 2020 is Census Day. The Census information is private and confidential. All person’s count, even a baby that is born in the State of Washington on April 1, 2020 will be counted. An invitation to respond online to the 2020 Census will be ready March 12th – 20th 2020. March 16th – 24th 2020 a reminder letter to do so. Then if you have not responded by these dates a reminder letter and paper questionnaire will follow. If still no response April 20th -27th a final reminder postcard will be mailed before they follow up in person. There will be another meeting held at the Asotin County Library in November. The Census Administrators will attend events that have access to the internet and walk people through the on-line Census process. If you have any question or events you would like the Census to attend place email [licett.n.figueroa@2020census.gov](mailto:licett.n.figueroa@2020census.gov) or 509-994-3042.

1. **Asotin’s 2019 Holiday Craft Fair**

Clerk/Treasurer stated we already have 67 vendors for the Asotin’s 2019 Holiday Craft Fair which is held at the Asotin-Anatone School Gyms and Cafeteria on Saturday, November 2nd from 9:00am-3:00pm with vendors setting up at 6:00am. Reminder to those vendors that are selling food items that you much contact the Asotin County Health District first for a permit before you can sell homemade food or cooked food items.

1. **Trick-R- Trunk Saturday, October 26th 4pm-7pm Asotin County Fair Grounds Upper Level**

Clerk/Treasurer, Tiffany Rogers the City of Asotin Police, Fire and Administration staff will be participating in the Trick-R-Trunk events at the Asotin County Fair Grounds on Saturday, October 26th from 4pm-7pm. There are approximately 2,000 trick or treaters. If anybody would like to donate candy for the event it can be dropped off at city hall. Charlotte Tuttle stated there will be a cake walk in the Bennett Building. Free Hot Dogs, soda, water and chips to the first 1,000 people.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated the last Jail Town Hall Meeting will be Wednesday, October 16th at 6:30pm at the Asotin County Fire District #1 new fire station.

Police Chief, Monte Renzelman stated he and City of Asotin Fire Chief, Noel Hardin will be on Opinion Please radio show discussing the new jail proposition.

Police Chief, Monte Renzelman is working on updating the 2011 Hazard Mitigation Plan.

Police Chief, Monte Renzelman will be doing a public announcement about Halloween Safety.

1. **CITY ATTORNEY:**

City Attorney, Jane Richards is requesting anexecutive session regarding litigation.

1. **FIRE DEPARTMENT:**

City of Asotin Fire Lieutenant, Dwayne Paris stated the junior firefighters will be receiving their emergency medical response certificates by the end of school which indicates they will be qualified to perform advanced first aid technics. City of Asotin Fire Lieutenant, Dwayne Paris stated he, Captain Shawn Balzer, and Fire Fighter Eric Heier attended instructor class in Pullman WA the past two weekends to become certified fire instructors.

**PLANNING COMMISSION:**

* Next Planning Commission meeting will be Thursday, October 17, 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 attended the October 10th Planning Commission Meeting to distribute the Comprehensive Plan.

1. **ASOTIN MUNICIPAL COURT:**

**2019 ASOTIN MUNICIPAL COURT DATES**

October 24 November 21 December 19

1. **ASOTIN DAYS:**

* Next Regular Meeting Wednesday, January 15, 2020 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 isselling raffle tickets to raise funds for the Northwest Children’s Home. One ticket for $5.00 or 5 tickets for $20. If the amount of cash that is raised is above and beyond the goal the cash will also support the Willow Center.

**Jennifer Bly-** None

**Lori Loseth**- None

**Dwayne Paris**-None

**Mervin Schneider-** None

**MAYOR’S REPORT:**

Mayor Pro-Tem, Bly stated City of Asotin Fire Chief, Noel Hardin would like to resign sooner than January 8, 2020 as he has upcoming engagements that need his full attention. Mayor Pro-Tem, Bly stated she would like to appoint Captain Shawn Balzer as the new Fire Chief. Councilmember Paris stated City of Asotin Fire Chief, Noel Hardin is a contracted administrator and this discussion should occur in an executive session due to personnel issues. Mayor Pro-Tem, Bly agreed and tabled this discussed to the executive session.

1. **RESOLUTIONS & ORDINANCES:**

**1****. Second 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 Second 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 Schneider. All Ayes. There was no discussion. Motion carried.

**2. First Reading of Ordinance #2019-844** Being An Ordinance Adding New Sections to

Title 18 Zoning Chapter 18.28 R1 Suburban Residential one, 18.30 R1A Rural Residential

Zone, 18.32 R2 Low-Intensity Residential Zone, 18.36 R3 High-Intensity Residential one,

18.40 C1 Low-Intensity Commercial Zone, 18.44 C2 High-Intensity Commercial Zone Titled

In-Ground Swimming Pools of the Asotin Municipal Code and Providing for the Effective

Date Hereof.

Councilmember Appleton made a motion to approve the First Reading of Ordinance #2019-

844Being An Ordinance Adding New Sections to Title 18 Zoning Chapter 18.28 R1

Suburban Residential one, 18.30 R1A Rural Residential Zone, 18.32 R2 Low-Intensity

Residential Zone, 18.36 R3 High-Intensity Residential one, 18.40 C1 Low-Intensity

Commercial Zone, 18.44 C2 High-Intensity Commercial Zone Titled In-Ground Swimming

Pools of the Asotin Municipal Code and Providing for the Effective Date Hereof. Seconded

by Councilmember Paris. All Ayes. There was no discussion. Motion carried.

1. **Resolution 2019-661** A Resolution of the City Council, of the City of Asotin Being a

Resolution Creating New Fund Numbers for USDA Loan/Grant Funding for the Updated Water Installation on 2nd Street.

Councilmember Loseth made a motion to approve Resolution 2019-661A Resolution of the

City Council, of the City of Asotin Being a Resolution Creating New Fund Numbers for

USDA Loan/Grant Funding for the Updated Water Installation on 2nd Street. Seconded by

Councilmember Paris. All Ayes. There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110(i) Litigation 42.30.110(1)(g) Personnel Issues, Contracts 6:15pm-7:50pm**

Mayor Pro-Tem, Bly, City Attorney, Jane Richards, and Councilmember Paris asked for an Executive Session for Litigation, Personnel Issues and Contracts for 15 minutes. 6:30pm Mayor Pro-Tem, Bly asked for an extension of 15 minutes. 6:45pm Mayor Pro-Tem, Bly asked for another extension of 20 minutes. 7:05pm Mayor Pro-Tem, Bly asked for an additional time of 25 minutes.7:35pm Mayor Pro-Tem asked for one more extension of 15 minutes.

Executive Session closed at 7:50pm

Clerk/Treasurer, Tiffany Rogers asked the council if they had made a decision for the 2020 wages and dependent medical benefits. The council agreed to accept Exhibit B for the 2020 wages and benefits which is a 3% wage increase to all employees except the Clerk/Treasurer per her request. The city will pay 70% dependents coverage for medical, dental and vision for two non-union employees. The Police Chief’s dependents coverage will be re-instated according to the Memorandum of Understanding to pay 80% of dependents coverage for medical, dental and vision. A previous decision had been made and approved by the council concerning the union employees which includes a 3% wage increase and 70% dependents coverage for medical and 100% dependents coverage for dental and vision.

**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 8:00pm.

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Mayor Pro-Tem, Bly

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Clerk/Treasurer, Tiffany Rogers