**ASOTIN CITY COUNCIL MINUTES**

**October 28, 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

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

**AUDIENCE:** Oscar Bly,Elaine Greene, Charlotte Tuttle, Asotin County Commissioner, Chris

Seubert

1. **PUBLIC HEARING:** None

1. **ORAL COMMUNICATIONS- PUBLIC COMMENT**: None
2. **CONSENT CALENDAR:**
3. Minutes of Tuesday, October 15, 2019 Regular Meeting
4. Expense Checks- #42366-#42389 $31,633.59 To Include EFT’s
5. Payroll Checks- #42315-#42365 $18,853.75 To Include EFT’s
6. 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 illness. Seconded by Councilmember Loseth. 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**

Councilmember Schneider stated he and Councilmember Appleton met with Public Works Superintendent, Bob Portlock, Waste Water Treatment Plant Operator, Bill Frye and City of Asotin Police Chief, Monte Renzelman to discuss the pros and cons of using the city park for carnival trailer parking. The trailers are too long to turn around and there is a fire safety issue. Therefore, there are three camping spots available to rent during fair. The other concern was to be able to leave the public park open for the community to have a place to go. Additional alternatives were discussed as to have the carnival placed on the fairgrounds and use Chief Looking Glass Park for parking since the shuttle bus stops in that area. There is property located by the softball field that the carnival trailers could park. However, there would need to be transportation provided so they are not walking back and forth on the streets and/or through the citizens property. FFA-4-H parents could also park trailers there instead of the carnival. There is also property on the east side of highway located by the bike path and the Waste Water Treatment Plant area. However, there is conflicting information of who owns it and who is in charge of that area. E-mail communication started between Ronnie Mock with the Washington State Department of Transportation, Deputy Clerk/Tina Davidson and Asotin County Fair Board President, Peggy Hansford about this property.

The city does not own the property, it is located on the State Highway and also the U.S Army Corp of Engineers is part of the ownership. The carnival company has previously parked there in the past. Councilmember Paris, Loseth and Bly stated they are not in favor of having the carnival on the fairgrounds due to horses and carnival rides don’t work together. Asotin County Commissioner, Chris Seubert also stated the fair board is not in favor of having the carnival on the fair grounds. Councilmember Paris stated he will work with Asotin County Commissioner, Chris Seubert and reach out to the U.S. Army Corp of Engineers. Asotin County Commissioner, Chris Seubert stated they are planning on shutting down the Fairgrounds Road and only having one-way traffic.

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

 **County and the City of Asotin**

Mayor Pro-Tem, Bly stated Waste Water Treatment Plant Operator, Bill Frye examined the Interlocal Governmental Agreement Between Public Utility District No.1 of Asotin

County and the City of Asotin and has made the following recommendations to send back to PUD:

Wording

* + - Change the wording from Customer to City
		- Change the wording from weekly to daily and daily should read 5 days/week
		- Have the Reservoir inspection done before the end of this contract
		- Keep the language of Semi–annual Main Line Flushing and include Fire Hydrants and flow testing once a year and a Copy of that to the Fire Dept. for their records.
		- Reservoir inspection inside of tank is gone section 30.2 Item E. This should be done now and once every 5 years after.
		- Semi –annual Main Line Flushing is gone section 30.2 Item F. Mains and Fire Hydrants should be flushed yearly. Flow testing results of hydrants should be available.
		- **Additional information provided from Waste Water Treatment Plant Operator, Bill Frye** is the council had concern about lab costs. The equipment to run water testing labs are in the tens of thousands of dollars not counting lab accreditation costs in the thousands of dollars per year. Most of the tests are run on samples that are due once a year or every five years that is why water systems send sample to certified labs. The only samples that are daily is cl2 residual which there is a field test kit used and is not required to be tested by a certified lab. The only monthly samples are Coliform and they are sent to a certified Lab. Cost increase from $3,500.00 per month to $5,000.00 is minimal for the amount of work provided as well as several workers on the ground during an emergency for fast repairs done in hours not days. To hire someone would be in the $5,000.00 a month range with benefits. The City would need to invest $75,000.00 at a minimum to set up a proper Water Department. It is a different world then it was in 2005 when PUD took over the Water Department. The advancement in equipment to do the job, bore machine verses backhoe is a big one. What took a day of digging can be done in two hours and not disturb the asphalt, sidewalks or ground other than to expose the main. PUD owns all this up to date equipment already and by doing so saves time and money for the City. My qualification to comment on this contract is I have been a Group 1 Water Distribution Manager since 1986 which is the license needed to operate the City of Asotin Water Department. I also have a Group 2 Water Distribution Manager qualifications. I received in 2005 which is one level higher than Asotin’s Water System. As well as a Cross Connection Control Specialist License. The licenses I have received in 1996 are all current and recognized by the State of Washington Department of Health. Councilmember Loseth stated Waste Water Treatment Plant Operator, Bill Frye made some really good suggestions. Clerk/Treasurer, Tiffany Rogers will send the suggested information to Tim Simpson of PUD.
1. **NEW BUSINESS:**
2. **Par Hawaii, Inc (Cenex, Zip Trip) Liquor License Renewal Application to sell grocery**

**store-beer/wine/spirits retailer**

The Asotin City Council had no concerns with continuing this license. It is approved.

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:**

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

 Clerk/Treasurer, Tiffany Rogers stated Asotin’s 2019 Holiday Craft Fair is this Saturday

 from 9am-3pm with over 85 vendors at the Asotin-Anatone School cafeteria, two gyms and

 the commons area. Asotin FFA-4-H Boosters will be selling concessions such as hot dogs,

 hamburgers, walking tacos, and potato soup. No breakfast items this year. However, the

 LIONS Club will be having their monthly breakfast from 6:30am-9:00am with orders to go.

 Bacon, Sausage, Eggs, Pancakes, Waffles, Coffee and Juice are on their menu for $7.00

1. **City of Asotin Employee’s Volunteer Participation in the Asotin County Fair and Hells Canyon Rodeo Trick-R-Trunk**

Clerk/Treasurer, Tiffany Rogers reported the City of Asotin Police, City of Asotin Fire, City of Asotin Administration and Councilmember Bly participated in the annual Trick-R-Trunk at the Asotin County Fairgrounds. It was a record-breaking year for numbers of participation and participants. The Asotin FFA-4-H Boosters gave away 1,000 hot dogs. Coca-Cola provided the soda and water for the event. The Guy Bennett Pavilion hosted a fishing pond with prizes, cake walk and costume contest. Prizes were also awarded for best designed participant vehicle.

1. Clerk/Treasurer, Tiffany Rogers reported Building Inspector, Bill Frye has an issue he would like the council and City Attorney, Jane Richards to clarify. Riverpointe Addition has included in their Covenants, Conditions, and Restrictions (CCR)’s setback information that differs from the City of Asotin Ordinances setback requirements. City Attorney, Jane Richards stated the Riverpointe Addition Homeowner’s Association cannot have any more authority that is given to them by statute. City ordinances, federal and state laws override homeowner association requirements. CCR’s should not include set back information or building codes. At this time the builder has made an error in the setbacks by following the Riverpointe Addition Homeowner’s CCR’s requirements. The builder will be notified tomorrow by Building Inspector, Bill Frye asking him to comply with the City of Asotin Ordinance setbacks.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated he has been busy and working a few night shifts as there has been reports of people on the streets at night.

Police Chief, Monte Renzelman provided the following to the public:

**Tips for a Safe Halloween**

Halloween can be a fun holiday for kids, but a worrisome one for parents. Concerns about children's safety--whether they are out in the neighborhood or back home with bags of bounty--can darken the day more quickly than a black cat. But not to worry! To make Halloween a treat, follow these safety tips.

**ADULTS**

* Make sure the path to your door is clear and well lit, welcome trick-or-treaters with your porch lights and turn on any exterior lights.
* Sweep leaves and other debris from sidewalks and walkways to prevent any slip hazards.
* Use alternatives instead of candles and open flames.
* Report any suspicious or criminal activity to your police department immediately.

9-1-1 or 509-758-2331

* Do not give homemade or unwrapped treats to children.

**MOTORISTS**

* Exercise extreme caution when driving a vehicle.  Be on the alert for excited youngsters, whose vision may be obscured by masks, darting out into traffic.
* Never Drink and Drive

**TRICK OR TREAT TIPS**

**Make sure your kids dress up safely**

* Make sure costumes are flame retardant so children aren't in danger near burning jack-o-lanterns.
* Keep costumes short to prevent trips, falls, and other bumps in the night.
* Try make-up instead of a mask. Masks can be hot and uncomfortable, and they can obstruct a child's vision, a dangerous thing when kids are crossing streets and going up and down steps.
* Make sure kids wear light colors or put reflective tape and glow sticks on their costumes.
* Make costumes loose for warm clothing underneath.
* Sword, Knives, and other costume accessories should be short, soft, and flexible to prevent injury.
* Wear comfortable, safe shoes.

**Make trick-or-treating trouble free**

* Trick-or-treaters should always be in groups so they aren't a tempting target for real-life goblins. Parents should accompany young children.
* Make sure older kids trick-or-treat with friends. Tell them to stop only at homes where the outside lights are on.
* Try to get your kids to trick-or-treat while it's still light out. If it's dark, make sure someone has a flashlight, add reflective tape and glow sticks to costumes and bags, and pick well-lit streets.
* Do not go inside anyone’s home. Remain on the porch at all times.
* Do not approach or accept rides from strangers and be sure children do not approach any vehicle, occupied or not.
* Remind kids to keep a safe distance from moving cars.
* Cross only at street corners or crosswalks, never between parked cars, and never diagonally across an intersection.
* Look in all directions before crossing the street, and obey all traffic signals. Walk, never run, across the street, and use sidewalks, not the street, for walking.
* If there is no sidewalk, walk along the edge of the road as far off the travel lane as possible, facing traffic.
* Do not take shortcuts through back yards, alleys or dark parks.
* Do not eat any treats until parents have inspected them.
* Discard any homemade or unwrapped treats.
* Provide a cell phone if not accompanied by an adult, and teach children how to call 9-1-1 in an emergency.
* Start early. Try to finish before dark. Have a flashlight.

**Check all treats before eating**

* It's hard for kids to hold back from eating their treats until they get home. One way to keep trick-or-treaters from digging in while they're still out is to feed them a meal or a snack beforehand.
* Check out all candy in a well-lit place when your trick-or-treater gets home.
* What to eat? Only unopened candies and other treats that are in original wrappers. By all means remind kids not to eat everything at once or they'll be feeling pretty ghoulish for awhile!
* Halloween can be a lot of fun for parents and kids alike--if everybody remembers the tricks and treats of playing it safe.

THE ASOTIN POLICE DEPARTMENT WISHES YOU A SAFE AND HAPPY HALLOWEEN!!!!!!!

For more safety tips refer to http://www.halloween-safety.com

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

City of Asotin Fire Lieutenant, Dwayne Paris stated it’s getting to be that time of the year where there will be trips, slips and falls as it is getting colder. The volunteers are ready and prepared for winter services to provide to the community.

1. **PLANNI NG COMMISSION:**
* Next Planning Commission meeting will be Thursday, January 9, 2020 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
1. **ASOTIN MUNICIPAL COURT:**

**2019 ASOTIN MUNICIPAL COURT DATES** 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-** None

**Jennifer Bly-** None

**Lori Loseth**- None

**Dwayne Paris**-Councilmember Paris stated six representatives from the Asotin-Anatone FFA program are in Indianapolis representing on behalf of Asotin.

**Mervin Schneider-** None

**MAYOR’S REPORT:** None

1. **RESOLUTIONS & ORDINANCES:**

 **1. Second 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 Paris made a motion to approve the Second 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 Schneider. All Ayes. There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110(i) Contracts 6:10pm-6:45pm**

Mayor Pro-Tem, Bly, asked for an Executive Session for contracts for 15 minutes. 6:25pm Councilmember Paris asked for an extension of 20 minutes.

Executive Session closed at 6:45pm

The council has decided to engage in additional discussions with city employees, City Attorney, Jane Richards, Mayor Pro-Tem, Bly and the Union Representative.

The council approved to appoint Shawn Balzer as the new Fire Chief on January 8, 2020.

**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 6:46pm.

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Mayor Pro-Tem, Bly

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Clerk/Treasurer, Tiffany Rogers