**ASOTIN CITY COUNCIL MINUTES**

**December 9, 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, Police Chief, Monte Renzelman, City

Attorney, Jane Richards

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

**AUDIENCE:** Oscar Bly,Elaine Greene, Charlotte Tuttle, JoAnne Miller, Debbie and Rod Hostetler,

Shawn and Jenna Balzer, Asotin County Commissioner, Chris Seubert, Asotin

County Building Official/Planner, Karst Riggers, Sam Parker, Eliot Davis, Adam

Knight

1. **PUBLIC HEARING: 5:35pm-5:36pm**

Mayor Bonfield stated the public hearing is regarding the filing of the preliminary budget for the year 2020. Mayor Bonfield asked if anybody had any questions or concerns about the public hearing. There was no response. Public hearing closed at 5:36pm

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

Resident, Charlotte Tuttle wanted clarification of what was voted on at the last public hearing regarding property taxes. Councilmember Bly explained the 1% that the city is asking for does not raise individual property taxes. It only increases the cities revenue by 1% that the city is limited by law to request.

**CONSENT CALENDAR:**

1. **Minutes of November 25, 2019 Regular Meeting**
2. Expense Checks-#42486-#42521 $41,089.31 To Include EFT’s
3. Payroll Checks- #42477-42485 $24,964.49 To Include EFT’s
4. Voids- None

Councilmember Appleton 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:** None
2. **NEW BUSINESS:**
3. **Introduction of the New City of Asotin Fire Chief**

Mayor Bonfield asked Noel Hardin to introduce Shawn Balzer. Noel Hardin stated he has resigned as being the City of Asotin Fire Chief due to increasing call volumes and capital projects at the county’s fire district which are requiring more of his time. He asked the city to be released from his administrative agreement. Noel Hardin has been the City of Asotin Fire Chief since 2010. Shawn Balzer took the Fire Chief Oath of Office. Noel Hardin issued Shawn Balzer his white fire chief hat. Shawn Balzer has been a volunteer firefighter for 18 years. Shawn Balzer thanked the council for the opportunity. He stated he is excited about the challenges of his new position and helping the department. Mayor Bonfield stated we appreciate everything the Asotin County Fire District #1 and Fire Chief, Noel Hardin has done for the City of Asotin to get us to this point. Mayor Bonfield stated we have confidence that City of Asotin Fire Chief, Shawn Balzer will do an excellent job.

1. **Asotin County to discuss update on Filmore Property**

Asotin County Building Official/Planner, Karst Riggers went over a proposed land swap agreement that would allow property purchased by Chris Segroves to be used for parking during the Asotin County Fair and Hells Canyon Rodeo. Included in the information was maps of the existing land, a proposed land exchange map, e-mail communications between Asotin County and the State of Washington regarding who has authority to grant access off of Highway 129, an insert from the WSDOT Design Manual explaining sight distances. Pictures were also included showing the distance. In the proposal Chris Segroves would exchange a portion of the land with Asotin County to secure the parking spots. In return, the property owner would have two residential lots at the end of Filmore Street that could be developed. The city will need to determine whether State Route 129 can be used as an access point to the residential lots near the fairgrounds. Asotin County Building Official/Planner, Karst Riggers stated it’s not a done deal until the city signs off on the agreement. Asotin County Building Official/Planner Karst Riggers stated the second page is proposing land use and there is an inadequate lot which is labeled lot 3. That lot has archeological issues and is archeological sensitive and cannot be built on or black toped. That information will have to be noted on the plat that it is a non-buildable lot and will have to be used as an easement access way. Asotin County Building Official/Planner, Karst Riggers stated the Asotin County Engineer and staff are willing to meet with the City of Asotin Engineer. If the access is not granted then the land exchange is dead. This also effects the Hostetler property which is one lot with future plans of a residential building. Mayor Bonfield stated she will contact the city engineer. Councilmember Loseth asked the Hostetlers if they were ok with the exchanges. Rod Hostetler stated he would be okay with the two lots for residential purposes but not okay with the property being used for commercial storage such as large boats or motorhomes. Councilmember Schneider stated the entrance would still need to be adjusted according to the State of Washing and the City of Asotin roadway rules.

1. **Asotin County Fair & Hells Canyon Rodeo Application Permit to Conduct a Special Event**

Clerk/Treasurer, Tiffany Rogers stated Asotin County Fair Board President, Peggy Hansford could not attend the meeting and asked if she would present the 2020 City of Asotin Application Permit to Conduct a Special Event. The dates of the events are April 24th – 26th 8am-11pm. The events include but are not limited to the Asotin County Fair & Hells Canyon Rodeo, Parade, Livestock Sale, Livestock Show, 4-H and FFA Exhibits. The parade will be on 2nd Street. During this time, it is expected that 8,000 people will be participating during the dates mentioned above. Councilmember Bly made a motion to approve the Asotin County Fair & Hells Canyon Rodeo Application Permit to Conduct a Special Event. Seconded by Councilmember Paris. All Ayes. There was no discussion. Motion carried.

1. **CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

1. **TIB 4th Street Rehabilitation**
2. **2019-2020 TIB 2nd Street Pavement Project**

* Mayor Bonfield stated Stillman Norton of Keller Associates, Inc will be attending the next council meeting for an update on the 2nd Street Pavement Project.

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

The City of Asotin Municipal Court received $4,168.00 for fines and fees for November.

$2,426.74 was distributed to the State of Washington. $30.20 was distributed to Asotin

County for Crime Victims. The city received $1,711.06.

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

Clerk/Treasurer, Tiffany Rogers reported there were 35 past due utility accounts for

November.

1. **Asotin Lighted Christmas Parade Saturday, December 14th 5pm**

Clerk/Treasurer, Tiffany Rogers stated the Asotin Lighted Christmas parade is this Saturday at 5pm. Line up is at 4pm at the City Park. We have over 25 participants. There are two categories one for the adult’s entries and one for the kid’s entities. First prize winners receive $50.00. Second prize winners receive $20.00 and Third place winners receive $15.00. The cash prizes are provided from the City of Asotin Chamber of Commerce. The Spirit of Christmas award is donated by the Law Office of Jane E. Richards in the amount of $30.00. Parade director Tiffany Rogers would like to thank Deputy Clerk/Court Administrator Tina Davidson and Laura Frye for organizing the entries the day of the parade. She would also like to thank the judges, Councilmember Bly, Mayor Bonfield, City of Asotin Police and City of Asotin Fire Fighters for helping direct traffic.

1. **2020 Association of Washington Cities for Quality Communities Scholarship Program**

The City of Asotin received a letter from the AWC Center for Quality Communities for the recruitment of young leaders from our community for the 2020 Quality Communities Scholarship program. In 2019, the Center awarded six $1,000.00 scholarships to outstanding young leaders. The City of Asotin can select and nominate one young leader who plans to attend college or a trade school in fall of 2020. The deadline for nominating a local student is March 9, 2020. Clerk/Treasurer, Tiffany Rogers will forward the information to the Asotin-Anatone School District.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

**“Driving in Bad Weather Tips”**

Police Chief, Monte Renzelman stated he sent out the “Driving in Bad Weather Tips” to the media.

**Walmart Kids & Cop Shop Grant**

Police Chief, Monte Renzelman stated the Kids and Cops Shopping will be December 17th at 9am

at Walmart. This year Walmart provided a $3,500.00 grant.

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

City of Asotin Fire Chief, Shawn Balzer reported the fire department purchased six new pairs of bunker gear also known as turnouts and/or fire protection gear.

1. **PLANNING 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**  December 19th 1:30pm City Hall

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 stated he has issues withAsotin’s Free Food Pantry. He stated he is concerned about squatters coming to Asotin and free food is being offered and now they will want to stay in Asotin. The squatters do not contribute to the society. What if someone gets sick from eating the food, does that make the city liable. Mayor Bonfield stated this is a personal project that Tina Davidson has started. This is not a City of Asotin program. Tina Davidson checks the expiration dates, monitors the food on a daily basis. So far, all donated items are moving. The pantry is full on Monday and empty by Friday and refilled again on Monday by donors. Mayor Bonfield stated the Asotin County Health District is going to monitor the pantry and Tina Davidson will be completing the necessary forms for a pantry. Councilmember Appleton stated the pantry should be removed before we regret people coming here. He stated his heart goes out to people who need help. There are other resources out there for them, therefore, we don’t have to help and once again he would like to see it removed. Mayor Bonfield asked Police Chief, Monte Renzelman if he has any issues or has seen an increase of homeless people in Asotin since the panty opened. Police Chief, Monte Renzelman replied no he has not seen an increase.

**Jennifer Bly-** Councilmember Bly stated she doesn’t not agree with Councilmember Appleton at all and thinks the pantry is great idea.

**Lori Loseth**- Councilmember Loseth stated she appreciates Tina Davidson’s efforts to help the less fortunate, and Asotin should continue to be a compassionate and caring community. Councilmember Loseth stated she wants to go on record on supporting Tina Davidson’s idea of what was on her heart to help the community. It was also a great article in the Tribune about her project. Resident, Charlotte Tuttle, stated as a citizen she puts laundry soap and canned items in the food pantry. Mayor Bonfield stated Tina monitors the pantry daily to see if anything is open, outdated products or items that may not be allowed according to the Asotin County Health Districts rules for pantries. Charlotte Tuttle stated it is a generous thing for a little community to do and she would like to see it continue.

**Dwayne Paris**- None

**Mervin Schneider-** Councilmember Schneider stated he does not agree with Councilmember Appleton regarding the pantry. All citizens are valuable and are all important whether they are rich or poor and the pantry is needed in the community.

**MAYOR’S REPORT:** None

1. **RESOLUTIONS & ORDINANCES:**

**1.** First Reading of **Ordinance 2019-845** An Ordinance of the City Council of the City of

Asotin, Washington, Amending Ordinance #2018-837 which Adopted the 2019 Budget and

Authorizing Necessary Adjustments

Councilmember Bly made a motion to approve the First Reading ofOrdinance 2019-845

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

#2018-837 which Adopted the 2019 Budget and Authorizing Necessary Adjustments.

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

**2.** First Reading of **Ordinance 2019-846** An Ordinanceof entitled an Ordinance Fixing the

Assessed Valuation of the City of Asotin for the Fiscal Year of 2020 the Estimated Receipts

and Disbursements for the Year 2020 and adopting a budget for the City of Asotin for the

Year 2020

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

846An Ordinanceof entitled an Ordinance Fixing the Assessed Valuation of the City of

Asotin for the Fiscal Year of 2020 the Estimated Receipts and Disbursements for the Year

2020 and adopting a budget for the City of Asotin for the Year 2020. Seconded by

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

**3. Resolution 2019-665** A Resolution Authorizing the Passing of Ordinance 2019-847 in One

Reading

Councilmember Bly made a motion to approveResolution 2019-665 A Resolution

Authorizing the Passing of Ordinance 2019-847 in One Reading. Seconded by

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

**4.** **Ordinance 2019-847** An Ordinance of the City of Asotin, Washington, relating to the water

system of the City; providing for the issuance of a taxable water revenue bond of the

City in the maximum principal amount of $86,000, for the purpose of providing funds to

pay costs of the acquisition, construction and installation of improvements to the City’s

water system; fixing the terms and covenants of the bond; creating, adopting and

continuing certain funds and accounts; providing for the issuance of additional bonds;

approving the sale and providing for the delivery of the bond to the United States of

America, acting through its Department of Agriculture, Rural Utilities Service; and

providing for related matters.

Councilmember Schneider made a motion to approve Ordinance 2019-847An Ordinance of

the City of Asotin, Washington, relating to the water system of the City; providing for the

issuance of a taxable water revenue bond of the City in the maximum principal amount of

$86,000, for the purpose of providing funds to pay costs of the acquisition, construction and

installation of improvements to the City’s water system; fixing the terms and covenants of the

bond; creating, adopting and continuing certain funds and accounts; providing for the

issuance of additional bonds; approving the sale and providing for the delivery of the bond to

the United States of America, acting through its Department of Agriculture, Rural Utilities

Service; and providing for related matters. Seconded by Councilmember Paris. All Ayes.

There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110 - (i) Contracts 10 Minute 6:16pm–6:22pm**

Mayor Bonfield asked for a ten-minute executive session regarding contracts.

Councilmember Paris made a motion to postpone any decisions regarding the Building Inspectors until the first quarter which is March 31, 2020. Seconded by Councilmember Appleton. All Ayes. There was no discussion. Motion carried.

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Loseth. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:24pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers