**ASOTIN CITY COUNCIL MINUTES**

**December 23, 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 Schneider Led the Pledge of Allegiance.

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

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, City of Asotin Fire Chief, Shawn Balzer

**PRESS**: None

**AUDIENCE:** Oscar Bly,Charlotte Tuttle, Stillman Norton, Keller Associates, Inc., Chris and Angie

Segroves, Kevin and Kerry Cope, Robert Hines, Sierra Hines

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

Resident, Charlotte Tuttle reported on the Asotin County Commissioners meeting. They also have a concern regarding Whitcom staffing levels.

**CONSENT CALENDAR:**

1. **Minutes of December 9, 2019 Regular Meeting**
2. Expense Checks- #42529-#42560 $81,336.11 To Include EFT’s
3. Payroll Checks- #42522-#42528 $12,931.75 To Include EFT’s
4. Voids- None

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

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

Councilmember Bly made a motion to approve the absence of Councilmember Appleton. Seconded by Councilmember Schneider. All Ayes. There was no discussion. Motion carried.

1. **UNFINISHED BUSINESS:**

**1.** **Letter from WSDOT regarding access control authority SR 129**

Councilmember Paris received a letter from Paul Gonseth, Planning Engineer of Washington State Department of Transportation regarding the access control authority at State Route 129 Mile Post 35.96 Lt. State Route 129 is classified as a managed access highway. In accordance with RCW 47.24.020, access control is the responsibility of the City of Asotin, and per RCW 47.50.030, city standards for access permitting on State Route 129 must meet or exceed the Department’s standards. Paul Gonseth wrote in the letter stating the Washington State Department of Transportation does recommend the driveway be realigned to intersect the highway at or closer to a 90-degree angle prior to use. Councilmember Paris made a motion to approve access for residential use only on State Route 129 Mile Post 35.96 Lt. and per RCW the driveway access must be aligned according to Washington State Department of Transportations and City of Asotin street regulations. Seconded by Councilmember Bly. All Ayes. There was no discussion. Motion carried. Chris Segroves thanked Mayor Bonfield and Mrs. Bly for their years of service to the city.

1. **NEW BUSINESS:**

**1.** **Asotin Municipal Court Judge renewal of contract for 2019-2020**

Councilmember Paris made a motion to approve the Asotin Municipal Court Judge 2019-

2020 contract. Seconded by Councilmember Loseth. 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**

Stillman Norton of Keller Associates, Inc updated the mayor and council on the 2nd Street TIB Pavement Project. The final plans for final review which are scheduled to be sent to the city and TIB in mid-January. Bids will go out in February and open bids in March. Work to start in May. The biggest hurdle will be to keep cost under budget. Costs are only going up and those original costs were established years ago. There will not be enough funding to upgrade the ADA ramps but the design will still be shown. Sidewalks were never part of this project, therefore, applying for another grant to include sidewalks and ADA ramps might be available at a later date. Stillman stated he really has appreciated working with Mayor Bonfield and Councilmember Bly for the past 7 years. The City of Asotin is one of the best clients to work with and definitely one of his favorite clients to work for. He hopes to continue working with the new mayor and council.

1. **CLERK’S REPORT:**
2. **Best Wishes to Mayor Bonfield and Councilmember Bly for their years of service and**

**dedication to the City and Citizens of this Community**

Clerk/Treasurer, Tiffany Rogers stated job well done Mayor Bonfield and Councilmember Bly. Job well done.

1. **Controlled Burning for fall is Closed**

Clerk/Treasurer, Tiffany Rogers stated Controlled Burning for Asotin County and the City of Asotin closed on December 15th. The next controlled burning session is scheduled for April 1, 2020, if conditions allow. Please keep in mind the Asotin County Regional Landfill’s FREE yard waste disposal program. Please contact Asotin County Regional Landfill for more information at 509-758-1965.

1. **2020 Regular Council Meeting Dates/Observed Holiday Dates**

**5:30pm City Hall**

**2nd Week of the Month 4th Week of the Month**

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| --- | --- |
| **January 13, 2020** | **January 27, 2020** |
| **February 10, 2020** | **February 24, 2020** |
| **March 9, 2020** | **March 23, 2020** |
| **April 13, 2020** | **April 27, 2020** |
| **May 11, 2020** | **May 26, 2020 Tuesday Memorial** |
| **June 8, 2020** | **June 22, 2020** |
| **July 13, 2020** | **July 27, 2020** |
| **August 10, 2020** | **August 24, 2020** |
| **September 14, 2020** | **September 28, 2020** |
| **October 13, 2020 Tuesday Columbus** | **October 26, 2020** |
| **November 9, 2020** | **November 23, 2020** |
| **December 14, 2020** | **December 28, 2020** |

**2020 Observed Holiday for Asotin City Hall**

**1/01/2020**(New Year’s Day) **11/27/2020** (Day After Thanksgiving)

**01/20/2020** (Martin Luther King Day) **12/25/2020** (Christmas Day)

**02/17/2020** (President’s Day)

**05/25/2020** (Memorial Day)

**07/04/2020** (Independence Day)

**09/07/2020** (Labor Day)

**10/12/2020** (Columbus Day)

**11/11/2020** (Veteran’s Day)

**11/26/2020** (Thanksgiving Day)

1. **City office to close at noon on December 24th and will be closed December 25th**

Clerk/Treasurer, Tiffany Rogers stated the city offices will be closing at noon tomorrow and closed all day on December 25th.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

Clerk/Treasurer, Tiffany Rogers stated Police Chief, Monte Renzelman sent a letter to Whitcom Board of Directors on behalf of City of Asotin Police and Fire voicing their concerns with service that is provided by the Whitcom Dispatch Center.

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

* Next Asotin Municipal Court will be Thursday, January 23,2020 1:30pm City Hall

FOURTH THURSDAY OF THE MONTH

Jan-23 May-28 Sept-24

Feb-27 June-25 Oct-22

Mar-26 July-23 Nov-19

Apr-23 Aug-27 Dec-17

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**- Councilmember Loseth congratulated Mayor Bonfield and Councilmember Bly and thanked them for their generous help as they taught her the ropes.

**Dwayne Paris**- Councilmember Paris thanked and congratulated Mayor Bonfield and Councilmember Bly on their retirement.

**Mervin Schneider-** Councilmember Schneider stated heappreciated both Mayor Bonfield and Councilmember Bly. He stated all their services made a positive impact on the community and at the meetings.

**MAYOR’S REPORT:**

Mayor Bonfield stated she would like to say thank you to Councilmember Bly for always being there and she always knew where she stood. Mayor Bonfield also wanted to thank the city staff. They are absolutely the most awesome people to work with and they go the extra mile. They spend a lot of time volunteering and have been totally100% instrumental in getting the grant funding for the police, fire, water, waste water treatment plant, community funding and streets. These are amazing people to work with and she will miss that.

1. **RESOLUTIONS & ORDINANCES:**

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

**EXECUTIVE SESSION: RCW 42.30.110-**None

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Bly. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 5:50pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers