**ASOTIN CITY COUNCIL MINUTES**

**January 13, 2020**

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

1. **CALL TO ORDER:** Mayor Paris 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, Steve Cowdrey,Lori Loseth, Mervin Schneider, David Weakland

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, Deputy Clerk, Tina Davidson, Police Chief, Monte Renzelman, City Attorney, Jane Richards

**PRESS**: None

**AUDIENCE:** Charlotte Tuttle, City of Asotin Planning, Chair Jim Jeffrey’s, Amy Paris, Kenzie Paris, Jayden Sewell, Sierra Paulson, Drea Domebo, Christian Robbins, Cassidy White, Justin Martin, Mackenzie Grainger, Taron Burke, Kali Fennesbeck, Dan Bridges

1. **PUBLIC HEARING:** None

**SWEARING IN OF NEW COUNCILMEMBERS:**

Clerk/Treasurer, Tiffany Rogers stated Mayor Paris took the Oath of Office on January 2, 2020. Councilmember Cowdrey, Loseth and Weakland took the Oath of Office. Clerk/Treasurer, Tiffany Rogers presented them with their ceremonial certificates and asked them to sign the appropriate documents for the Asotin County Auditor.

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

**CONSENT CALENDAR:**

1. **Minutes of December 23, 2019 Regular Meeting**
2. Expense Checks-#42571-#42612 $173,720.62 To Include EFT’s
3. Payroll Checks-#42562-42570 $25,160.09 To Include EFT’s
4. Voids- $5,146.34

Councilmember Appleton made a motion to approve the consent calendar. Seconded by Councilmember Cowdrey. 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. **Choose Mayor Pro-Tem and Council Committee’s**

Mayor Paris stated by Washington State Law the Mayor Pro-Tem is to be voted on bi-annually. It is the council’s choice to choose the Mayor Pro-Tem. The Council asked that Mayor Paris choose the Mayor Pro-Tem at this time. Mayor Paris stated he would inquire and announce at the next council meeting. Mayor Paris asked the councilmembers to choose a committee. He would like to see at least two different representatives for each committee.

Councilmember Appleton, Schneider and Loseth stated they are satisfied with their current committees. Councilmember Cowdrey stated he would like to be placed on the Administrative and Public Works Committee. Councilmember Weakland stated he would like to be on the Asotin Days and Public Safety Committee. Mayor Paris stated there are still openings on other committees and would like the council to learn what the other committees are about. The committees will be finalized at the next meeting.

**Administrative Personnel**-Steve Cowdrey & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Works (Water, Sewer, Utility Franchises)**–Steve Cowdrey &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation (Streets, Dept of Transportation Liaison)**-Mervin Schneider &\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finance-**Mervin Schneider &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asotin County EMS Board -**Lori Loseth &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asotin County Health District -** Lori Loseth &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PTBA-**Mervin Schneider &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MPO Technical Advisory Committee**-Bob Portlock &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MPO Policy Board**– \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stormwater-**Bob Portlock &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. **City Hall to be closed Monday, January 20th in observance of Martin Luther King Jr.**

 Clerk/Treasurer, Tiffany Rogers stated the City will be closed Monday, January 20th in

 observance of Martin Luther King Jr.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

**Vandalism**

Police Chief, Monte Renzelman stated the city park has been hit by vandalism again. Therefore, he is considering installing cameras.

**Police Stats**

Police Chief, Monte Renzelman stated the yearly stats of 2019 will show lower numbers than previous years since it is just, he and Donna on patrol. Mayor Paris stated kudos to you and Donna, you are both doing a great job. Even with just having you and Donna the numbers are not that far down.

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

Mayor Paris stated City of Asotin Fire Chief, Shawn Balzer could not attend the meeting but wanted to advise of the stats for the past few weeks of December. The last three weeks there were thirteen calls, seven in the last five days of medical and fire. A lot of after hours late at night. This is much higher than normal. There were ninety-five calls last year.

1. **PLANNING COMMISSION:**

**Appointment of Dan Bridges to the Planning Commission**

Planning Commission Chairman, Jim Jeffreys introduced Dan Bridges as the new applicant for the Planning Commission open position. Mayor Paris asked the council if they had any questions for Dan Bridges. Mayor Paris asked Dan Bridges why he wanted to apply for the position. He stated it was a good opportunity to see how local government works, and is willing to fulfill his public duty and civil service. Councilmember Schneider stated to Dan Bridges he appreciates him wanting to come forward and participating with the community. Councilmember Loseth wanted to thank Dan Bridges for wanting to be involved with the city. Councilmember Cowdrey made a motion to approve Dan Bridges as being the newest Planning Commission member. Seconded by Councilmember Loseth. All Ayes. There was no discussion. Motion carried.

**Meeting**

 Planning Commission Chairman, Jim Jeffreys stated the next Planning Committee meeting will

 be Thursday, April 2, 2020 7:00pm at City Hall.

 **Comprehensive Plan**

 Planning Commission Chairman, Jim Jeffreys asked how soon the Comprehensive Plan needed

to be completed. Mayor Paris stated Deputy Clerk, Tina Davidson is working on this project. He will work with her to find out where she is at and what the plan is.

 **Variance Permit Application**

 Planning Commission Chairman, Jim Jeffreys stated the Variance Permit Application has not

 been updated or any suggestions returned to the Planning Commission. Clerk/Treasurer, Tiffany

 Rogers will follow up and revisit where it left off and send the information to the Planning

 Commission for review.

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 January 29th 5:30pm City Hall

**COMMITTEE REPORTS:**

a. **Mayor Pro-Tem–** TBD

b. **Administrative Personnel**- Steve Cowdrey

c. **Public Safety (Law Enforcement, Fire Safety, Emergency Services)**–Joe Appleton & David Weakland

d. **Public Works (Water, Sewer, Utility Franchises)**– Steve Cowdrey

e. **Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider

f. **Parks and Recreation (Parks, Cemetery, Asotin Community Center)**– Joe Appleton & Mervin Schneider

g. **Finance -** Mervin Schneider

h. **Asotin County EMS Board -**Lori Loseth Quarterly 2nd Tuesday @ 7:30am Tri-State Hospital

i. **Asotin County Health District -** 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**– 2ndThursday @ 4pm Lewiston Public Works Bldg

m. **Stormwater -**Bob Portlock Quarterly 2nd Monday @ 3-5pm Asotin County Annex

n. **Asotin Days** - Lori Loseth & David Weakland 3rd Wednesday of the month @ 5:30pm City Hall

1. **COUNCIL COMMUNICATIONS:**

**Agenda Related Topics**

Joe Appleton- Councilmember Appleton stated he still strongly oppose the food pantry. He stated it will bring the homeless and squatters into Asotin. Councilmember Appleton wanted to know if the Asotin County Health District would consider providing shots.

**Steve Cowdrey-**None

**Lori Loseth**- Councilmember Loseth stated she attended the Asotin County Health District meeting. The main topic was the pop-up food pantries. The Asotin Free Food Pantry was temporality shut down because it needed to have paperwork filed with the Asotin County Health District. There were no food violations to the Asotin Free Food Pantry contrary to what the Lewiston Morning Tribune reported. Tina Davidson started the project as a personal project. She is currently processing the paperwork that is required for the Asotin County Health District. Councilmember Schneider stated he wanted to reiterate that the Asotin Free Food Pantry was not being temporality closed due to any unsanitary issues. Just proper permits needed to be processed. Tina Davidson is creating a brochure and policy and procedures on which items are allowed and not allowed to be in the pantry. It is also going to be renamed. Tina Davidson stated most of the food that was in the Asotin Free Food Pantry came from the Asotin County Food Bank to start with. Mayor Paris stated with the new name change and policy manuals it is understood that there is no liability on the city. All the city is doing is permitting the cupboard to sit on the City of Asotin property. Mayor Paris stated kudos to Tina Davidson for stepping up to the plate and taking on this project. It was noted that a lot of things have changed coming out of the Asotin County Health District food inspection department such as the Asotin-Anatone School FFA Enchilada’s sales. They are no longer allowed to place cooking instructions on the food. Jane Richards stated at this time the pop-up pantries are so new there are no policies, procedures WAC’s or RCW’s in place on handling these pantries. Jane Richards stated she shared with the Asotin County Health District articles in the Spokesman Review of the success these pop-up pantries were having and the need for them in neighbor hoods. Jane Richards stated it is difficult for Asotin residents to get to the food bank due to hours of operation. The transit busses only allow riders to carry on two bags of products on the bus. The food bank usually offers a box of food and that box is not allowed on the bus. The other differences between the food banks and pop-up pantries is there are no set hours, you do not have to show proof of residence or give your ID or show proof of income. There is no sense of shame when they can get the food they need without any questions or anybody watching them. Councilmember Loseth stated the Asotin County Health District wanted the Asotin Free Food Pantry to be shut down until further research was done and could follow up with a meeting. Therefore, the 175 pounds that was in the Asotin Free Food Pantry was delivered to the Asotin County Food Bank so it wasn’t waisted. The gentleman that checked in the food stated this food was already from the Asotin County Food Bank.

**Mervin Schneider-** None

**David Weakland-** None

**MAYOR’S REPORT:**

**Audience**

Mayor Paris wanted to thank the audience for attending the meeting. The people you see up here are all volunteers. These people you see in the audience are the ones that change things, we are just the microphone for the community. He stated he would like to challenge all of you to step up to the plate in 2020 and make a difference in your own neighbor hoods.

**Training**

Mayor Paris is going to be setting up training classes through Clear Risk Management Insurance Company. The classes are provided at no cost to the city. 2016 was the last time the city took classes. Since then new laws and new enhancements have occurred. Therefore, the city needs to make sure that all councilmembers, employees and the New Mayor are all on board with the do’s and don’ts of government issues. Clerk/Treasurer, Tiffany Rogers will ask for available dates on a Saturday where no holidays are involved and a later date when the weather clears up. The classes will be as follows:

**Public Officials Liability / Creating Balance - 90 minutes**

This workshop is tailored to elected officials, administrators and supervisors. Attendees are offered a detailed understanding of the role each individual plays in the composition of a well-managed organization. The presentation conveys: roles, public duty, negligence, liability pitfalls, litigation traps, punitive damage exposures and many other relevant topics geared to protect and enhance the position of a public official. Also included in this training is the Open Public Meeting Act.

**Open Public Meeting Act/Public Records Request - 2.5**

This training will provide elected officials, staff, board, council, and commissioners with the required training, per RCW 42.30 and RCW 42.56, effective on July 1, 2014.  During this training, attendees will learn what constitutes a meeting, what meetings are not subject to the OPMA, what notice is required for public meetings, what a special meeting is, and the consequences of violating the OPMA. Attendees will also learn when executive meetings may be called, the procedures to call a meeting, and when they may be personally liable.

The goal of the Public Records Request portion of the training is to harness the collective knowledge and talent of the Public Records Officer within your organization to increase transparency and Public Records Act compliance through education. This is a basic compliance course with a detailed review of the basics for handling public records, guidance on E-Records, social media, metadata, tips for dealing with difficult requests, and training your employees.

**Insurance Research**

Mayor Paris stated he is in the early phase of researching and receiving quotes for Commercial General Liability, Automobile, Property, Crime and General Liability insurance rates. He will keep the council updated. Seeing if the city can save money.

1. **RESOLUTIONS & ORDINANCES:** None

**EXECUTIVE SESSION: RCW 42.30.110-**None

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Cowdrey. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:00pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers