**ASOTIN CITY COUNCIL MINUTES**

**January 27, 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, Jo Anne Miller, Elaine Greene, Amy Paris, Kenzie Paris, Asotin

County Emergency Services Director, Mark Janowski, Northwest Management, Inc.

 Environment Planning Department, Adam Herrenbruck, City of Asotin Fire Chief,

 Shawn Balzer

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

**CONSENT CALENDAR:**

1. **Minutes of January 13, 2020 Regular Meeting**
2. Expense Checks- #42619 $9,738.01 #42620-#42639 $24,849.60 To Include EFT’s
3. Payroll Checks- #42613-#42618 $14,373.13 To Include EFT’s
4. Voids- None

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

**Approval of Unexcused and/or Excused Councilmember’s absence**: None

1. **UNFINISHED BUSINESS:**
2. **Choose Mayor Pro-Tem and Council Committee’s**

Mayor Paris has chosen Councilmember Loseth to be Mayor Pro-Tem. She has graciously

accepted the position to serve as the Mayor Pro-Tem. Mayor Paris asked Mayor Pro-Tem,

Loseth to be on the Administrative Personnel Committee. Mayor Paris stated he will be on

the Transportation and Finance Committee along with Councilmember Schneider. Mayor

Paris asked Councilmember Weakland if he would be on the Stormwater Committee.

1. **NEW BUSINESS:**
2. **Hazard Mitigation Presentation**

Adam Herrenbruck of Northwest Management, Inc. Environmental Planning Department has been retained to help Asotin County update the Hazard Mitigation Plan. Asotin County Emergency Services Director, Mark Janowski stated the original plan has expired. In 2011 it was a regional plan that included Garfield and Columbia Counties. The new plan will now only include Asotin County and state our specific needs. Asotin County received a grant for $34,500.00 in 2017 with partners providing in kind match for their time working on the plan gathering and researching information. Mark stated Police Chief, Monte Renzelman has been putting a lot of hours in this current plan. Drafts will be given to the planning team, public meetings will be held for public input. This plan is expected to be reviewed and sent to the state. Then the final draft to FEMA by the end of September. Councilmember Loseth will invite Mark Janowski to attend the EMS Board Meetings so this group will be able to a part of the input.





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. **Saturday, March 21st 10am City Hall CIAW Open Public Meeting Act/Public Records Request Training for the City of Asotin Mayor, Council, Employees, Planning Commission and Asotin Days Committee**

Clerk/Treasurer, Tiffany Rogers stated the Public Officials Liability/Creating Balance and Open Public Meeting Act/Public Records Request classes will be Saturday, March 21st at 10am at City Hall. The City of Asotin Planning Commission and The Asotin Days Committee has also been invited to participate. Clear Risk Management Insurance Company will be providing the classes 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. Lunch will be provided. 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.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

Police Chief, Monte Renzelman stated he is working with the Asotin-Anatone School District, Asotin County Health Department, Asotin County Juvenile Department and Judge Richardson on education for vaping tobacco and sensation products which could include citations that go through the courts.

Police Chief, Monte Renzelman discussed his work schedule with the Mayor and the Council.   He has been called out almost every night, sometimes 2 to 3 times a night, since Christmas.

Councilmember Appleton asked for an update on the Whitcom situation.  Police Chief, Monte Renzelman stated Whitcom is still in dire straits and under staffed but they are working on training and getting people hired. There has been discussions with City of Lewiston if an emergency were to occur and Whitcom was not available their dispatch center would be able to communicate with Asotin, Clarkston and Asotin County Police and Fire. City of Asotin Fire Chief, Shawn Balzer stated the fire departments can automatically call Lewiston if help is needed in fire department situations.

Police Chief, Monte Renzelman stated he will be attending a command school which is a required state class for Police Chiefs to attend.

The Jail is in the process of bringing on an architect.  However, the tax funds will not be available until April 2020.

1. **CITY ATTORNEY:**

 City Attorney, Jane Richards asked for discussion in Executive Session regarding litigation.

1. **FIRE DEPARTMENT:**

City of Asotin Fire Chief, Shawn Balzer stated he is glad to see the past two weeks have been a bit slower. Maybe only 3 or so calls.

 City of Asotin Fire Chief, Shawn Balzer would like to invite the council and the public to their

 Thursday night drills from 7pm-9pm. He would like to extend an invitation to see what your tax

 dollars are being spent on. Just show up on Thursday at 7pm and knock on the door.

1. **PLANNING COMMISSION:**
* Next Regular Meeting Thursday, April 2, 2020 7:00pm City Hall
1. **ASOTIN MUNICIPAL COURT:**
* Next Asotin Municipal Court will be Thursday, February 27,2020 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–** Lori Loseth

b. **Administrative Personnel**- Steve Cowdrey & Lori Loseth

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 & Mayor Paris

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

g. **Finance -** Mervin Schneider & Mayor Paris

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 & David Weakland 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- None

**Steve Cowdrey-**None

**Lori Loseth**- Councilmember Loseth stated she attended the Asotin County Health Department Meeting. The west side is watching the coronavirus very closely as there has been once case confirmed. There was discussion about the pop-up food pantries. They are working on paperwork and will be getting that information out soon.

**Mervin Schneider-** None

**David Weakland-** None

**MAYOR’S REPORT:**

Mayor Paris asked the council committees to please examine the city ordinances. See if anything needs updated. Check with your Department Heads to see if their areas of the ordinances need revised, updated, and/or modified.

Mayor Paris stated he is working on the Avista bill by verifying each pole vs the billing statement. Avista will be providing maps for all the street lights. Checking to see if we can save a little bit of money.

1. **RESOLUTIONS & ORDINANCES:**

 **1.** **Resolution #2020-666** A Resolution Creating a Policy, Program, Application, Rules,

 Regulations and Other Directions for Feral Cat Feeding and Trapping

 Mayor Paris stated Resolution #2020-666 is adopting the program that is already in place for

 feeding feral cats. However, it will create a new procedure, policy and application that will be

 enforceable by law enforcement according to the original ordinance.

 Councilmember Cowdrey made a motion to approveResolution #2020-666 A Resolution

 Creating a Policy, Program, Application, Rules, Regulations and Other Directions for Feral

 Cat Feeding and Trapping. Seconded by Councilmember Loseth. Councilmember Cowdrey,

 Loseth, Schneider and Weakland Ayes. Councilmember Appleton Nay. There was no

 discussion. Motion carried. Mayor Paris stated the definition of a feral cat is an invasive

 species. If a citizen traps a feral cat it’s up to the citizen to get the cat to the pound for spay or

 neuter and vaccinations and to find it a new home. They cannot be turned back out into the

 City of Asotin.

**EXECUTIVE SESSION: RCW 42.30.110-(1) (i) Litigation 20 Minutes 6:20pm- 6:40pm**

City Attorney, Jane Richards asked for a twenty-minute Executive Session regarding Litigation.

No Decisions were made.

**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 6:41pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers