**ASOTIN CITY COUNCIL MINUTES**

**April 27, 2020**

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

**UNTIL FURTHER NOTICE**

**The Council meeting will be adhering to the Governor’s Emergency Proclamations regarding meetings. This meeting will be held via telephone through Cisco WebEx.**

**Meetings will be held electronically ONLY-No public comment**

1. **CALL TO ORDER:** Mayor Paris called the City Council Meeting to order at 5:30p.m.

**ROLL CALL:** Steve Cowdrey,Lori Loseth, Mervin Schneider, David Weakland

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, City of Asotin Attorney, Jane Richards

1. **ORAL COMMUNICATIONS- PUBLIC COMMENT**: No Public Comment for this meeting.
2. **CONSENT CALENDAR:**
3. **Minutes of March 27, 2020 Regular Meeting**
4. **Regular Council Meeting Monday, April 13, 2020 Postponed until 04/27/2020**
5. Expense Checks- #42820-#42869 $81,225.21 #42878 $139.76 To Include EFT’s
6. Payroll Checks- #42802 $304.80 #42803-#42819 $27,501.73 #42870-#42877 $14,802.07 To Include EFT’s
7. Voids- #42803-#42809 Printer Alignment Adjustment #42876 $139.76

Councilmember Loseth made a motion to approve the consent calendar. Seconded by Councilmember Cowdrey. Steve Cowdrey Aye,Lori Loseth Aye, Mervin Schneider Aye, David Weakland Aye. All Ayes. There was no discussion. Motion carried.

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

Councilmember Cowdrey made a motion to approve the absence of Councilmember Appleton. Seconded by Councilmember Weakland. Steve Cowdrey Aye,Lori Loseth Aye, Mervin Schneider Aye, David Weakland Aye. All Ayes. There was no discussion. Motion carried.

1. **NEW BUSINESS:**
2. **Updated City Hall/Police Phone System through ITC Systems Proposal and Sales Agreement**

Mayor Paris explained the current Sparklight monthly telephone bill for city hall is $153.00 a month. The City is not receiving $153.00 worth of service when there are dropped calls, no voice mail or answering machine options, no call waiting and limited ability to have a conference call. Police Chief, Monte Renzelman can only use line one in his office. If the phone call is for him, there is no intercom system to page him. If the front office is already using line one, the Police Chief has to wait to make his calls until line one is clear. Sparklight has a new customer services division that is willing to send their technician to examine the wires, call board and dig into our phones to see if they can fix the issues. If Sparklight cannot fix the issues, the other option is to move to a webhosting phone service. There is a two-year lease to own for $80 a month for the first two years. The research has been done, investigated and examined the new webhosted phones. Councilmember Schneider stated he is aware there have been so many problems. He stated the city should just go with the new system. Mayor Paris stated he will give Sparklight a chance first. The technician will be on site tomorrow to look at the wires, switches and current phone system. After the diagnosis we will know if we need to switch to the webhosted option or not.

1. **CLERK’S REPORT:**
2. **2019 Year End Report has been submitted to the Washington State Auditor’s Office**

Receipt showing: Thank you for filing your 12/31/2019 fiscal year end annual report with the Washington State Auditor's Office on 4/2/2020.  Your submission is complete, and we thank you for your attention to this important reporting requirement.  Information in your annual report will be published on our website for use by state and federal agencies, as well as our Office's audit teams during your next scheduled audit. Mayor Paris stated the audit will be less expensive this year and reduced by $10,000 due to the state auditors working from home. The city does not have to pay for motel and/or travel expenses. The state auditor stated he appreciated the city sending in the yearend report before the deadline so they could start their audit. Sending the information via email has been working really well and it has been a good experience so far.

1. **Washington State Auditors have begun the Accountability Audit for fiscal years 2017-2019**

Andrew Chilton, Assistant State Auditor of the Washington State Auditor’s Office, held an entrance conference April 16, 2020, at 11:00am via conference call.  Part of the purpose of the conference is to ensure members of the governing body are aware of the audit process and have an opportunity to discuss any areas of concern. At the conclusion of our audit, there will be an exit conference where we will share the results of the audit. results. We look forward to working with you and your staff.  If you have any questions, feel free to contact me by email. The following are the items that will be a part of the audit.



Clerk/Treasurer, Tiffany Rogers stated she has been working with the state auditor and providing the requested information. As the information is reviewed and audit items are outdated or out of compliance, new policies are being written and updated to correct these issues. Clerk/Treasurer, Tiffany Rogers stated the City of Asotin’s Credit Card Policy was created in 1998. It is very outdated. However, the 1998 policy is the one the state auditors have to use because it is the only one on file. As you will see there is a new updated credit card policy on the agenda tonight to fix that issue.

 **3. David Patrick Loseth Memorial $1,000 Scholarship**

Clerk/Treasurer, Tiffany Rogers stated there is a David Patrick Loseth Memorial $1,000

Scholarship available for Asotin Students. The school also has the information and there is still

time to apply. David Loseth graduated from Asotin High School in 2007. David made his mark at Asotin through his innate kindness, his gentle spirit and his willingness to make even the most tense situations fun. It was David’s philosophy to not take things too seriously, because you would miss the small things that made life good. One of his teachers described these moments of the heart as “Loseth moments.” While David was a solid student, achieving a high GPA was not a priority for David; nor was self-promotion, especially if it required filling out a bunch of forms. His strengths were in relationship building, school spirit and service to his school and his community. David had a special gift for bringing people together and saw the good in everyone. Therefore, this scholarship is different than others in that it honors the soft skills that are more difficult to measure than strict academic achievement. This scholarship is intended for those special students who have made a difference in the lives of those around them. In other words, those students who will be remembered for their own “Loseth moments”. This $1,000 award is unique in that it will be presented to a graduating senior who is nominated by Asotin teachers, staff, classmates or community members, rather than by themselves. The eligible senior should plan on attending any two- or four-year academic institution in the fall. **Criteria:** In keeping with David’s core themes, the application for this award is very straightforward and does not require an academic resume. This scholarship is intended for seniors who have made a lasting impact on those around them simply by being who they are. A David Loseth scholarship recipient will have the demonstrated ability to make a lasting impression simply by making things around them better—or at the very least—more enjoyable. The only requirement is a 1-page typed letter describing what makes the nominee unique. The selection committee is looking for a recount of a true “Loseth moment.” Any Asotin teacher, classmate, staff or community member may submit a letter. Specifically, the letter should share a story that demonstrates several of the following traits:

* School spirit
* Team player
* Acts of kindness
* Community mindedness
* Volunteerism/Citizenship
* Fun

The letter should be submitted to the AHS Scholarship Committee and should include the name of the student selected for nomination as well as contact information for the person submitting the application. Selection and announcement of the scholarship recipient will be during the Senior Awards Ceremony. Councilmember Loseth expressed her gratitude for allowing this scholarship to be advertised. She stated it is a different kind of scholarship that can help a student whom wouldn’t ordinarily receive an academic scholarship.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

“Phone Tree” Kudos

Clerk/Treasurer, Tiffany Rogers spoke on behalf of the phone tree. Police Chief, Monte Renzelman has received much kudos for starting the phone tree. He has received thank you e-mails, cards and goodies. When the Police Chief is not available to make the calls, Deputy/Clerk, Tina Davidson and Clerk/Treasurer, Tiffany Rogers call and check in. The response has been inspiring. They are all appreciative of the phone calls. Clerk/Treasurer, Tiffany Rogers stated this community has been so helpful and willing to help if anybody has needs. She stated the phone tree recipients look forward to that phone call every day. We have a recipient that will call the office to tell us where she is going and when she will be home. Since the city hall office doors have been closed to the public there has not been one complaint. People have been very patient, caring and willing to work with the office. They are using the drop boxes and we appreciate the community doing their part as well.

1. **CITY ATTORNEY:** None
2. **FIRE DEPARTMENT:** None
3. **PLANNING COMMISSION:** None
* TBD
1. **ASOTIN MUNICIPAL COURT:** Telephonic Procedures are in place
* Next Asotin Municipal Court will be Thursday, May 28,2020 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:**
* TBD

**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)**– Joe Appleton & 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**– Mayor Paris 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**- Absent

**Steve Cowdrey-** Councilmember Cowdrey stated he would like to pay tribute to Del Roy Schnider who passed away this week. He was on the Asotin City Council for at least 20 years. Councilmember Cowdrey stated he spoke with Representative Mary Dye last week about the frustrations on the Governors restrictions on the COVID 19 situation. Councilmember Cowdrey stated in his opinion the Governor has not given much attention to the Eastern side area needs. Representative Mary Dye is trying to get the governors attention. Mayor Paris thanked Councilmember Cowdrey for reaching out and talking to others.

**Lori Loseth**- Councilmember Loseth stated the Board of Health has been super busy. Last report was 19 cases. They will no longer be sending a daily report as the numbers are slowing climbing. However, the numbers are available on the state website. They are trying to fairly apply the rules about construction returning back to work. Asotin County Health District Administrator, Brady Woodbury is still trying to figure out what was deemed essential. As of tonight, the governor has relaxed the restriction about building. However, some of the commercial building was already listed as essential but a house could be essential too if it did not have a roof and it rained. A form can be retrieved from the state website and completed by the contractor. It will be the contractor’s responsibility for enforcing the regulations. If a citizen has a complaint, refer them to the state website. Law Enforcement is taking more of an education approach instead of a citation approach. New interpretation and clarification of essential constructions that were already underway has been started again. State parks and fishing will start next Tuesday. Councilmember Loseth wanted to give kudos to the city and Sparklight for setting up the hot spot at the community center. She knows a lot of college students that are thankful and using the service.

**Mervin Schneider-** Councilmember Schneider wanted to givekudos to Mayor Paris and Police Chief, Monte Renzelman on getting the trucks coming down the grade to stop using their compression brakes. It’s much quieter now. That was a quick response and nicer without the noise. Councilmember Schneider stated he appreciated who ever reached out and took care of the issue.

**David Weakland**- None

1. **MAYOR’S REPORT:**

Mayor Paris stated TDS and the contractor Summit is an essential business by definition. They have been great to work with. They will be coming back soon to finish installing the fiber optics. Mayor Paris wanted to thank everybody who has called in for this meeting and accepting this process to conduct the meeting via phone.

1. **RESOLUTIONS & ORDINANCES:**

**1.** First Reading of **Ordinance #2020-848** An Ordinance Granting to Asotin Telephone Company

 D/B/A TDS Telecom, for a Period of Fifteen (15) Years from and After the Passage, Acceptance

 and Effective Date of this Ordinance, the Nonexclusive Right, Privilege and Franchise to

 Construct, Operate and Maintain a Cable Television System In, Upon, Along, Across, Above,

 Over, and Under Streets, Alleys, Easements, Open Areas, Public Ways and Public Places, Now

 Laid Out or Dedicated, and All Extensions Thereof and Additions Thereto, In the City of Asotin,

 Washington: Providing Terms and Conditions for the Operation of Such Cable Television System

 and the Payment of Fees Therefore.

 2nd reading of Ordinance #2020-848 will not occur until TDS is finished with the project and all

 check list items have been completed.

 Councilmember Cowdrey made a motion to approve the First Reading of Ordinance #2020-848

 An Ordinance Granting to Asotin Telephone Company D/B/A TDS Telecom, for a Period of

 Fifteen (15) Years from and After the Passage, Acceptance and Effective Date of this Ordinance,

 the Nonexclusive Right, Privilege and Franchise to Construct, Operate and Maintain a Cable

 Television System In, Upon, Along, Across, Above, Over, and Under Streets, Alleys, Easements,

 Open Areas, Public Ways and Public Places, Now Laid Out or Dedicated, and All Extensions

 Thereof and Additions Thereto, In the City of Asotin, Washington: Providing Terms and

 Conditions for the Operation of Such Cable Television System and the Payment of Fees

 Therefore. Seconded by Councilmember Weakland. Steve Cowdrey Aye,Lori Loseth Aye,

 Mervin Schneider Aye, David Weakland Aye. All Ayes. There was no discussion. Motion

 carried.

**2.** **Resolution #2020-668** A Resolution of the Council of the City of Asotin Amending the City of

Asotin Policy and Procedure Regarding Credit Card Use

 Councilmember Cowdrey made a motion to approveResolution #2020-668 A Resolution of the

 Council of the City of Asotin Amending the City of Asotin Policy and Procedure Regarding

 Credit Card Use. Seconded by Councilmember Weakland. Steve Cowdrey Aye,Lori Loseth

 Aye, Mervin Schneider Aye, David Weakland Aye. All Ayes. There was no discussion.

 Motion carried.

 **3.** First Reading of **Ordinance #2020-849** An Ordinance of the City of Asotin, Washington,

 Repealing Ordinance 96-510 Asotin Municipal Code Chapter 3.56 Petty Cash Fund and

 Providing for the Effective Date Hereof.

 Councilmember Weakland made a motion to approve the First Reading of Ordinance #2020-849

 An Ordinance of the City of Asotin, Washington, Repealing Ordinance 96-510 Asotin Municipal

 Code Chapter 3.56 Petty Cash Fund and Providing for the Effective Date Hereof. Seconded by

 Councilmember Loseth. Steve Cowdrey Aye,Lori Loseth Aye, Mervin Schneider Aye, David

 Weakland Aye. All Ayes. There was no discussion. Motion carried.

 **4.** First Reading of **Ordinance #2020-850** An Ordinance of the City of Asotin, Washington,

 Creating a New Chapter 2.17 Titled Asotin Municipal Court Cash Drawer Funds and Providing

 for the Effective Date Hereof.

 Councilmember Cowdrey made a motion to approve the First Reading of Ordinance #2020-850

 An Ordinance of the City of Asotin, Washington, Creating a New Chapter 2.17 Titled Asotin

 Municipal Court Cash Drawer Funds and Providing for the Effective Date Hereof. Seconded

 by Councilmember Schneider. Steve Cowdrey Aye,Lori Loseth Aye, Mervin Schneider Aye,

 David Weakland Aye. All Ayes. There was no discussion. Motion carried.

 **5.** First Reading of **Ordinance #2020-851** An Ordinance of the City of Asotin, Washington,

 Creating a New Chapter 3.58 Titled General Fund Cash Drawer Funds and Providing for the

 Effective Date Hereof.

 Councilmember Weakland made a motion to approve the First Reading of Ordinance #2020-

 851 An Ordinance of the City of Asotin, Washington, Creating a New Chapter 3.58 Titled

 General Fund Cash Drawer Funds and Providing for the Effective Date Hereof. Seconded by

 Councilmember Loseth. Steve Cowdrey Aye,Lori Loseth Aye, Mervin Schneider Aye, David

 Weakland Aye. All Ayes. There was no discussion. Motion carried.

**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 6:09pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers