**ASOTIN CITY COUNCIL MINUTES**

**Tuesday, May 26, 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

**PRESS**: None

**AUDIENCE:**Asotin County Commissioner, Chris Seubert

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

Asotin County Commissioner, Chris Seubert stated he was here to show support for having an open public meeting. He would like to try to have Asotin County have an open public meeting on Monday.

As the meeting was called to order, Councilmember Appleton stated a point of order.  When Mayor Paris asked what his point was, he stated that per Roberts Rules of Order the required dress for councilmembers was leather shoes, dress pants, and collared shirt.  He went on to indicate that Councilmember Cowdrey was not in compliance.  Mayor Paris, stated "Noted for the record." Councilmember Appleton then immediately requested that the offending councilmember be removed from the meeting, to which Mayor Paris stated "Denied".  Councilmember Appleton then immediately stood up and stated "Then effective immediately I resign." and he walked out of the council chambers.

1. **CONSENT CALENDAR:**

 a. Minutes of April 27, 2020 On-line Regular Meeting

 b. Regular Council Meeting Monday, May 11, 2020 Postponed until 05/26/2020

 c. Expense Checks-#42879-#42900 $37,458.01 #42921-#42944 $11,926.74 #42964-#42983

 $32,535.22 To Include EFT’s

 d. Payroll Checks-#42901-#42909 $25,926.88 #42911-#42920 $10,765.73 Firefighters Payroll

 #42958-#42963 $17,156.65 To Include EFT’s

 e. Voids- #42910 #42945-#42957 Printer Alignment

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:** None
2. **NEW BUSINESS:**
3. **Washington State Liquor and Cannabis Board yearly renewal for Matts Grill & Lodge to**

**sell Spirits/Beer/Wine and Restaurant Service Bar**

The council and mayor have no issues with the renewal for Matts Grill & Lodge to continue selling Spirits/Beer/Wine and Restaurant Bar Services.

1. **Aging & Long Term Care Older Americans Month Proclamation 2020**

Mayor Paris stated he would like to add the month of June also for this proclamation since most of May was ordered to stay at home. Mayor Paris read the Older Americans Month 2020 Proclamation stating Asotin WA includes a growing number of older Americans who make countless contributions to our community every day. Asotin WA is stronger when people of all ages, abilities, and backgrounds are included and encouraged to make their mark. Asotin City Council recognizes the importance of the physical, mental, social, and emotional well-being of its citizens. Asotin City Council can support our community members by promoting independence, inclusion, and participation, engaging older adults through education, recreation, and services and connecting people with opportunities to share their time, experience and talents. The Asotin City Council does hereby proclaim May/June 2020 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential members of our community. Councilmember Loseth made a motion to approve the Aging & Long Term Care Older Americans Month Proclamation 2020. Seconded by Councilmember Schneider. All Ayes. There was no discussion. Motion carried.

1. **City of Asotin Cash Drawer Funds Policies and Procedures**

Mayor Paris stated this policy needed to be created to replace the petty cash policies and procedures since the city only uses cash drawers.

Effective Date: 05/26/2020

Cash Drawer Funds. Cash change fund in the amount of one hundred dollars ($100.00) is hereby established within the City of Asotin General Fund. The Clerk/Treasurer shall be the custodian of the funds, which will be used by bonded employees on a daily basis with the intention that only one (1) individual would be working with a cash drawer at a time.

Cash Drawer Funds. Cash change fund in the amount of one hundred dollars ($100.00) is hereby established within the City of Asotin Municipal Court. The Court Clerk/Court Administrator shall be the custodian of the funds, which will be used by bonded employees on a daily basis with the intention that only one (1) individual would be working with a cash drawer at a time.

1. A custodian shall be appointed for the cash drawer fund accounts by the Clerk/Treasurer.
2. The Clerk/Treasurer or their designee shall assure that the amount in the cash drawer fund accounts is counted and reconciled at least quarterly by someone other than the custodian.
3. The cash drawer fund accounts will be kept in a locked safe place (i.e., lockable box in secure area with limited employee access).
4. The cash drawer fund accounts may not be used for personal cash advances, to cash checks or City checks or for personal cash advances even if secured by check or other I.O.U.
5. The cash drawer fund accounts will be balanced at the end of each day that there is activity.
6. The Clerk/Treasurer shall amend as needed the policies and procedures for the cash drawer fund accounts.
7. Any increase or decrease in cash drawer accounts must be approved by the Council.
8. The cash drawer fund accounts shall be established by issuing a Treasurer’s check. When established by Treasurer’s check the transaction is a non-budget item.
9. When an individual’s appointment as Custodian is terminated, the Clerk/Treasurer must be notified of a change in Custodian at the time the event occurs.

Councilmember Cowdrey made a motion to approve the City of Asotin Cash Drawer Funds Policies and Procedures. Seconded by Councilmember Loseth. All Ayes. There was no discussion. Motion carried.

1. **CONSULTANT/CONTRACTOR REPORTS:** None

**Keller Associates, Inc.**

1. **TIB 4th Street Rehabilitation**

Mayor Paris asked for the City Attorney to make preparations to close this project.

1. **2019-2020 TIB 2nd Street Pavement Project**
2. **CLERK’S REPORT:**
3. **2019 Annual Water Quality Report/2020 Water Use Efficiency Report**

Clerk/Treasurer, Tiffany Rogers stated PUD has completed the 2019 Annual Water Quality Report/2020 Water Use Efficiency Reports. The reports are located on the City of Asotin webpage. Original copies are located at city hall.

1. **Letter to 2nd Street Residents regarding construction (New date to begin in June)**

Clerk/Treasurer, Tiffany Rogers stated a letter was mailed to 2nd Street residents informing them of the construction that was supposed to start May 18th. However, that date has changed to the middle of June due to additional Department of Ecology requirements. Through grant funds received from the State, you’re about to see an improved 2nd Street after years of broken unsightly asphalt.  The City has received a bid that is acceptable to the City and TIB (Transportation Improvement Board) to reconstruct 2nd Street. The contractor will begin demolition of the road starting middle of June, and will be closing the road to through traffic. Please expect some construction noise and traffic delays associated with the construction.

Residents of 2nd Street will still have access to their homes during the construction activities. All other traffic will be diverted to detours around 2nd Street. If you have questions, please contact the City at 509-243-4411.

**DEPARTMENTS:**

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

City of Asotin Fire Lieutenant, Dwayne Paris stated the stats are double for this time of the year for volume of fire and ems calls.

1. **PLANNING COMMISSION:**
* Next Regular Meeting TBD
1. **ASOTIN MUNICIPAL COURT:**
* 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:**
* Next Regular Meeting 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**- Resigned at the beginning of the meeting.

**Steve Cowdrey-** Councilmember Cowdrey stated he has been reading theAWC newsletters and they are recommending that agencies start working on the budget as soon as September since the state revenues might be short. Mayor Paris stated the city receives mostly property taxes, not too much is received from the state and what we do receive is mandated. Mayor Paris stated Councilmember Cowdrey is more than welcome to discuss the budget with Clerk/Treasurer, Tiffany Rogers.

**Lori Loseth**- Councilmember Loseth provided the Council and Mayor with a copy of the May 18th letter and a website for updates. This is the Governor’s website with the sector guidance. This information can also be accessed from the Asotin County public health website online: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

**Asotin County’s Phase II variance application is hereby approved with the following conditions:**

1. An individual business is only allowed to reopen after it can implement the state guidelines for a safe start. The guidelines can be accessed at: https://coronavirus.wa.gov/what-you-need-know/safe-start.

2. Your department must notify the Washington State Department of Health 24/7 on-call communicable disease duty officer at (206) 418-5500 of any COVID-19 outbreak within your jurisdiction and must do so within six (6) hours of your notification.

3. You are required to monitor the pandemic in your community for signs of community transmission or any concerning acceleration. If you find such condition(s), you must promptly notify the Washington State Department of Health 24/7 on-call communicable disease duty officer at (206) 418-5500 and request a consult with the state’s infectious disease epidemiologist or health officer.

4. You may not proceed to Phase III of Governor Inslee’s Phased Approach to Reopening Washington Plan without further authorization to do so from me. In no case will authorization to move to the next phase be given without at least a three (3) week monitoring period.

Subject to the conditions in this variance, the activities and business services listed in Phase II of Governor Inslee’s Phased Approach to Reopening Washington Plan are now permitted in Asotin County and exempt from the Stay Home – Stay Health Proclamation’s prohibitions. These activities and business services are:

• Recreation: Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)

• Gatherings: Gather with no more than 5 people outside your household per week

• Travel: Essential travel and limited non-essential travel for Phase I & II permissible activities

• Businesses/employers: o Remaining manufacturing

o Additional construction phases

o In-home/domestic services (nannies, housecleaning, etc.)

o Retail (in-store purchases allowed with restrictions)

o Real estate

o Professional services/office-based businesses (telework remains strongly encouraged)

o Hair and nail salons/barbers

o Pet grooming

o Restaurants/taverns <50% capacity and table size no larger than 5 (no bar-area seating)

People in high-risk populations are strongly encouraged to limit their participation in these Phase II activities and business services. High-risk populations are currently defined by the CDC as:

• Persons 65 years of age and older;

• People of all ages with underlying medical conditions (particularly not well controlled), including: o People with chronic lung disease or moderate to severe asthma,

o People who have serious heart conditions,

o People who are immunocompromised,

o People with severe obesity,

o People with diabetes,

o People with chronic kidney disease undergoing dialysis, and

o People with liver disease; and

• People who live in a nursing home or long-term care facility.

I may revoke this variance if circumstances change within your jurisdiction, such as a significant community transmission, no or minimal access to CVOID-19 testing, inadequate surge capacity in the hospital, inadequate PPE supplies, inadequate case and contact investigations, inadequate isolation or quarantine facilities, or other conditions warranting significant concern. My intent would be to discuss my concerns with you prior to taking such action. However, if I find urgent concerns, I reserve the right to immediately revoke the variance. The Governor also retains the right to re-impose restrictions upon your jurisdiction under his authority.

The Washington State Department of Health stands ready to provide any technical assistance you may need in your implementation. We appreciate your work and commitment to your community.

Respectfully, John Wiesman, DrPH, MPH Secretary of Health

Councilmember Loseth, stated the EMS Board has not met since COVID 19 started.

Councilmember Loseth stated at the last meeting a letter of introduction about the David Patrick Loseth Memorial $1,000 Scholarshipwas presented to the council and the community. They have received several nominations. The committee met to choose the inaugural recipients and she could not be happier for the response and the recipient. So be on the lookout for acts of kindness. This has given the kids and the community a positive experience during this time. It was also very special that the persons were nominated on Memorial Day weekend. Thanks for everyone supporting this scholarship.

**Mervin Schneider-** Councilmember Schneider askeddo we fill Joe Appleton’s position? Mayor Paris stated it will be posted on the reader board and back of utility statements. Asking for applicants to send a letter of interest. Then have the committee interview.

**David Weakland**- Councilmember Weakland apologized for his conduct of dress code. He stated he was not aware there was a dress code.

1. **MAYOR’S REPORT:**

Mayor Paris stated the office opened last Tuesday for business. Two True HEPA Filter air purifiers were purchased as a safety precaution that provide 310 sq. ft of filtering in the lobby. Masks, hand sanitizer, disinfectant wipes and policies and procedures are still in place to do our part. It is time to start showing are citizens we are here. Tonight’s council meeting protocols are all visitors have to sign a log, all items listed above are in place and one True HEPA Filter air purifier is in the council chambers. If there would be to many visitors we would adjourn. Mayor Paris stated he is in contact with the office staff to make sure if there was anything else needed. We are being smart and doing our part with re-opening.

Councilmember Cowdrey stated he would like to bring the council’s attention to the new cable gate that has been installed for extra security at the city shop. This was a great idea and much needed for security and safety purposes.

Mayor Paris stated on Wednesday at 3:30pm he learned about phase II re-opened. Therefore, the basketball hoops were re-installed. The reason they were taken down is because there were 15 adults playing full court man to man defense with a cheer team on the side. This was not allowed with the original guidelines.

Mayor Paris stated the LIONS Club has lighted signs such as a cross and an “A” that are placed on the outside of the water tower. The LIONS Club members previously had a key to access the area. However, the city recently purchased a new lock system and has policies and procedures in place for all city owned properties. The Department of Ecology also has guidelines for water tower entrances since the water is an asset to our community and must be protected to the highest of standards. Therefore, when it was time to place the lighted cross sign on the water tower, a LIONS Club member could not open the gate. Mayor Paris received a phone call from a LIONS Club representative asking for a key. The LIONS representative was told by Mayor Paris, the City of Asotin Public Works Superintendent will be available to assist when the lighted fixture needs to be placed on the water tower. Councilmember Weakland stated he would be the liaison from the council to communicate with the LIONS Club and to work with the City of Asotin Public Works Superintendent. Councilmember Cowdrey stated when the events of “911” took place, the mandate was to place fences around water towers.

1. **RESOLUTIONS & ORDINANCES:**

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

 **2.**  Second 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 Second 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 Weakland. All Ayes. There was no discussion. Motion carried.

 **3.** Second 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 Schneider made a motion to approve theSecond 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. All Ayes. There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110-**None

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Weakland. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 5:59pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers