**ASOTIN CITY COUNCIL MINUTES**

**July 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:** Mayor Paris Led the Pledge of Allegiance.

**ROLL CALL:** 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:**Charlotte Tuttle,Chris and Angie Segroves

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

a. Minutes of Tuesday, May 26, 2020 Regular Meeting

b. Regular Council Meeting Monday, June 8, 2020 Postponed until 06/22/2020

c. Regular Council Meeting Monday, June 22, 2020 Postponed until 7/13/2020

d. Expense Checks- #42993-#43027 $65,022.71 #43033-#43051 $15,399.73 #43052 $2,656.57 To

 Include EFT’s

e. Payroll Checks- #42984-#42992 $26,208.91 #43028-#43032 $15,174.09 #43053-#43060

 $26,129.54 #43061-#43100 $58,896.79 To Include EFT’s

f. Voids- #42523 $103.57 #41979 $45.00

g. May and June Asotin Municipal Court Fines and Fees

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. **Open Council Position #5**

Mayor Paris stated the City of Asotin has received one applicant. The position will be left open for the full three months. He asked the council to spread the word.

1. **Chris Segroves to discuss assigning an address to his property**

Chris Segroves stated he would like to assign an address to his property called Asher Lane. He is having items delivered and the business do not have an address to deliver too. Mayor Paris stated he is investigating what needs to be done to accomplish this task per the state and city regulations. A public hearing will have to be held to inform the neighbors. The road will have to identified as a private road, but also the city will have to have a utility easement. Mayor Paris stated he will do the research by the next council meeting and try to prepare for a public hearing.

1. **Host Kiosk Service Agreement Med-Project Medication Education & Disposal**

Police Chief, Monte Renzelman explained the Med-Project Medication Education & Disposal agreement. This is a Nationwide program that furnishes an approximate 1x1x3 foot bank drawer Kiosk to deposit expired or no longer needed medication. This helps so citizens are not disposing medications into our water and sewer systems. The Kiosk is secured so nobody can reach in. The Kiosk is stored at the police department as per DEA requirements. There is no cost to the city to host the Kiosk. A certified officer will remove the bag, seal it and mail to the proper place. All supplies are provided for this project. Mayor Paris asked if there were any objections. Mayor Paris will sign the document.

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. **Real Estate Excise Tax Fund 106 Capital Improvement Fund Report**

Clerk/Treasurer, Tiffany Rogers stated she would like to highlight city revenue and expenditure funds at each council meeting for the council to familiarize themselves with the financial part of the city. By learning the meaning of each fund and what the fund represents. Giving the council more of a greater understanding when budget time arrives. The first fund is the Real Estate Excise Tax Fund. Resolution #13-502 created a new fund titled Real Estate Excise Tax (REET) for the ¼ (0.25) % Real Estate Excise Tax monies to be deposited into a local municipal Capital Improvement Fund. The State of Washington is authorized to levy a real estate excise tax on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages and other debts given to secure the purchase at a rate of 1.28%. The County Treasurer collects all funds and distributes the amount collected for the City of Asotin. The City of Asotin receives .075% per RCW 82.45.060. The City of Asotin deposits ½ (0.50) % Real Estate Excise Tax (REET) into the City’s General Fund. The City of Asotin levied an additional ¼ (0.25) % quarter percent tax that must be used for funds of any local capital improvement purpose identified in RCW 35.43.040 and RCW 82.46.010. The beginning balance for 2020 was $15,803.47. Revenues to date $4,209.58. Expenditures to date $3,727.16 with a balance of $16,285.89. This year’s expenditures have paid for paining city hall, installing a brand-new roof on the marina bathroom, new city shop gates, new city park railing and repairs at the old city hall.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**

**Hazard Mitigation Plan**

Police Chief, Monte Renzelman stated the Hazard Mitigation Plan meeting which is a document that prepares the officials for floods, earthquakes and natural disasters has started back up. This plan will be presented to the council on completion.

**Regional Officer Involved Shooting Program**

Police Chief, Monte Renzelman, stated the City of Asotin, City of Clarkston, Asotin County, Whitman County, City of Pullman, WSU Police are forming a Regional Officer Involved Shooting Program. In the past Spokane had a division that would assist the areas listed above. However, they can no longer host that many entities. Investigations will be based on any use of force that would likely cause a great bodily injury, up to death. Due to I-940 legislation, the laws have changed how police handle officer involved shootings and the language on use of force. The independent investigations language has been changed. Part of this is there will be a citizen’s involvement group for each jurisdiction. Police Chief, Monte Renzelman started he already has started a group of citizens to be a part of Regional Officer Involved Shooting Program that is needed from the City of Asotin. They will be advised of press releases; they will have their input. First aid requirements will be in place and protocol that will be formed to meet all these requirements. One entity could not afford to have their own program, therefore, that is why a regional program is being developed. The council had concerns about costs to the new program. Police Chief, Monte Renzelman stated the only cost would be if the group was to send someone to training, to share those costs. Of course, if the City of Asotin had their own officer involved shooting the expense would be that of the City of Asotin, just as it would be before any programs were developed. There is no cost to forming and being a part of this group. The Regional Program will be able to offer assistance in that type of situation. Like a mutual aid. There is no charge to be a part of the regional program. Councilmember Schneider asked Police Chief, Monte Renzelman if it will take to much of his time away. He stated no since we are the smallest agency, Pullman, Asotin County or Clarkston will be more involved. Councilmember Loseth stated it is good for our city to have representation in the program.

Councilmember Schneider stated Police Chief, Monte Renzelman assisted the Lewiston Police Department during the Black Lives Matter/2nd Amendment rallies. A thank you was sent to Monte from the Lewiston Police Department Chief of Police, Budd Hurd. The events were successful thanks to the partnerships with other local agencies and city departments. Monte’s assistance and continued support was greatly appreciated.

**Door-To-Door Solicitors**

Due to being unable to have previous meetings, this information had been put out to the media since the last meeting:

Door-to-door solicitors can provide great products, but there are also risks associated with this type of transactions. Here are some safety tips when conducting transactions with them:

Always ask if they have a business license or solicitor’s license, and ask to see it. If they do not, have one, call the police. A business License or Solicitors license is not a guarantee on the product or people. It is just a “permit” to be able to do business or solicit in the city. Be cautious when doing transactions with these types of sales people, as there is no guarantee of their product or services. If you don’t want them at your door, ask them to leave. If they don’t leave, call the police. At any time, you can request they leave. After you request, they leave, it is trespassing for them to not leave the property. At any point you can ask them to leave. If you do decide to conduct business with them and let them in your residence, there are risks involved with this. Not all solicitors are bad, but there are some that use this as a way to “case” residences. They can see what is in your residence, what type of securities you have, i.e. alarms, dogs, or locks for example. They can also see what you have that may be valuable. If they are left unsupervised AT ALL, they can also steal items. They may ask to use the bathroom, and make a side trip to other rooms unsupervised. They can also unlock windows or doors for easy entry later. ALWAYS keep them in sight and watch what they are doing. If you do finish the transaction, be careful of payment options. If you give them your credit card information, or you give them a check that has the bank routing numbers on it as all checks do, they can access these accounts. Try and do transactions in cash, don’t give out personal information; DOB, social security numbers, passwords, card information, bank information, or anything else that may be used for Identity theft. Be very careful if you are conducting business with any unknown business or people. Not everyone is out for your best interests. If you have any questions, please do not hesitate to contact your local Law Enforcement office. The Public is our eyes and ears, so we don’t always know what is occurring unless we are contacted.

**Fireworks/4th of July Celebrations**

Due to being unable to have previous meetings, this information had been put out to the media since the last meeting:

Celebrating the Fourth of July with fireworks is as American as Apple Pie, but knowledgeof the law is paramount to a safe display. The dates and hours of firework use per Asotin City Ordinance is: Approved consumer fireworks, as defined by RCW 70.77.136, may be discharged within the City of Asotin only on July 3rd between the hours of 9:00am. and 11:00pm., on July 4th between the hours of 9:00am. and 12:00 midnight, July 5th between the hours of 9:00a.m. and 11:00pm. Consumer fireworks may not be discharged within the City of Asotin at any other time (City of Asotin Municipal Code 8.22.030). The only legal fireworks are the “Safe and Sane” fireworks. It is important to know what a legal firework is because there are locations illegal fireworks can be sold, which does not make it legal to set off. Fire Crackers, Bottle Rockets, Sky Rockets, and Missiles are examples of those that can be purchased locally but are illegal to discharge in the city limits. Most of the following are legal, but we suggest you still check each one purchased as there are variations of each: Cylindrical and Cone Fountains, Aerial Spinners, Helicopters, Smoke Devices, Roman Candles, Parachutes, Wheels, Mine/Shells/Cakes, Ground Spinners, Dipped Stick, Sparklers, and Novelties. (Washington State Fire Marshall’s Office). Safety is of the most importance as any legal firework can become dangerous to person and property. The safest is to attend the public display. If you do purchase your own, follow these simple tips:

•Know your fireworks; read the cautionary labels and performance descriptions before igniting.

•A responsible adult SHOULD supervise all firework activities. Never give fireworks to children.

•Alcohol and fireworks do not mix. Save your alcohol for after the show.

•Have a charged water hose that can reach the furthest location of your display.

•Wear safety glasses when shooting fireworks.

•Light one firework at a time and then quickly move away.

•Use fireworks OUTDOORS in a clear area; away from buildings and vehicles.

•Never relight a “dud” firework. Wait 20 minutes and then soak it in a bucket of water.

•Always have a bucket of water to soak your spent firework into.

•Never carry fireworks in your POCKET or shoot them into METAL or GLASS containers.

•Do not experiment with homemade fireworks.

•Dispose of spent fireworks by wetting them down and place in a metal trash can away from any building or combustible materials until the next day.

•FAA regulations PROHIBIT the possession and transportation of fireworks in your checked baggage or carry-on luggage.

•Report illegal explosives, like M-80s and quarter sticks, to the fire or police department.

 The Asotin Police Department wishes everyone a Happy and Safe 4th of July!!!

 **Police Stats**

 Police Chief, Monte Renzelman reported on the stats, a comparison of 2019 and 2020 to date

 (July 13th). Councilmember Schneider asked if the severity in the crimes are staying the same.

 Police Chief, Monte Renzelman stated people are resorting to more serious means from zero to

 100 faster. Keeping in mind, with COVID-19 schools and the courthouse have been closed for

 over 2 months. We did not do lower level traffic for about 2.5 months.

 2020 Calls January 1 thru July 13th Compared to same time period in 2019

 Total Calls 2020 317

 Total Calls 2019 280

Adult Arrest 2020 19

Adult Arrest 2019 13

Adult Sent to PA 2020 2

Adult Sent to PA 2019 4

Juv. Arrest 2020 3

Juv. Arrest 2019 2

Juv Sent to Juv. PA 2020 2

Juv Sent to Juv. PA 2019 0

 2020 2019

Traffic Stops 158 170

Citations 91 70

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

Mayor Paris reported the fire stats on behalf of Fire Chief, Shawn Balzer. The stats for the City of Asotin Fire Department have increase dramatically. There have been thirty more calls to service this year compared to last year and the year before that. These calls were not COVID 19 related.

City of Asotin Fire Lieutenant, Dwayne Paris stated the City of Asotin Fire Department provided mutual aid to the barn fire that occurred in the county.

July 26th the City of Asotin Firefighters and Jr Firefighters will be attending a live burn training at the mill.

1. **PLANNING COMMISSION:**
* Planning Commission 01/09/2020 Minutes Start 7:00pm

Jim Jeffreys chair

Gary Bourassa V-chair

Ron Crossin Secretary

Mercia Neace

Daniel Bridges

Elain Greene

David Risley

* Meeting minutes

Approved by Elain Green, Gary Bourassa second.

* Old business
* New business
* Meet, Daniel Bridges new member
* Election of new officers

Chair Jim Jeffreys

Vice Chair Gary Bourassa

Ron Crossin Secretary

* Discuss Comprehensive plan

Started reviewing the Comprehensive plan, to be sent to the city council.

* Letter of Resignation
* Next Regular Meeting TBD
1. **ASOTIN MUNICIPAL COURT:**
* Next Asotin Municipal Court will be Thursday, July 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 TBD
* Asotin Days has been cancelled due to COVID 19 virus restrictions

**COMMITTEE REPORTS:**

a. **Mayor Pro-Tem–** Lori Loseth

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

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

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

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

f. **Parks and Recreation (Parks, Cemetery, Asotin Community Center)**– TBD & 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**

**Steve Cowdrey-** None

**Lori Loseth**- Councilmember Loseth stated she has been attending the Board of Health meetings. Discussed paperwork for phase 2 and 3. Councilmember Loseth stated the EMS council will be re-organizing officers due to members resigning and a member that passed away. No news to report at this time.

Councilmember Loseth stated she would like an update on where the city is with the land conveyance. Mayor Paris stated the lawyers are talking. The original MOU needs to be re-written. Councilmember Paris stated that Port of Clarkston Manager, Wanda Keefer and retired Mayor Bonfield are still working on this project with Mayor Paris. They are working with Kennewick WA because they have dealt with this same issue. It is still hard to meet due to the virus. Mayor Paris stated anything that has to be signed will still come through the council.

**Mervin Schneider-** Councilmember Schneider state the Community Building(church) the outside needs painted. Mayor Paris stated it will cost over $75,000.00. Mayor Paris stated Bill Frye is looking for Community Building Block Grants. It will be a hazmat situation. It will have to be brought up to code with new windows, doors and roofing before it can be painted. It is in worst shape than anybody realizes. It will be a long process to obtain bids.

**David Weakland**- Councilmember Weakland reported he saw that Asotin Days was cancelled. He attended the Asotin County Regional Stormwater meeting. Reminder it is open to the public. He stated there is a pothole on 3rd Street that needs to be fixed. Mayor Paris stated it is one of the holes from TDS and it is on their punch list to fix before their project is done.

1. **MAYOR’S REPORT:**

**Lewis Clark Valley Metropolitan Planning Organization (LCVMPO)**

Mayor Paris stated the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) has approved retirement benefits for the director. When this position was created, retirement benefits were not part of the plan since it was based in Idaho. The director will now receive State of Washington Department of Retirement PERS2 benefits. It will raise each entity yearly cost, but it is well worth it.

**Signs**

Mayor Paris stated a new sign has been installed at the Marina beach area. It states Authorized Vehicles Only can drive out on the point. The enforcement is under the city code of Chief Looking Glass Park.

**Curb Islands**

Mayor Paris stated something has to be done with the curb islands. His daughters volunteered to weed four curb islands and the more weeds they pulled it pulled up the weed barrier and looked worse than before. The Public Works Department had just weeded two weeks before. As we are still getting rain the weeds are still growing and need removed again. Originally when the curb islands were put in people/businesses adopted them and was supposed to maintain them. This is not being done. The city has spent a lot of money in bark that just gets removed or destroyed every year. Public Works Superintendent, Bob Portlock is exploring options such as keep the greenery, remove the curb islands and add additional parking, remove greenery, place large boulders, light poles with hanging baskets. Water and electricity are already in the curb islands. Too much time is spent on pulling weeds and Mayor Paris stated he does not like the Public Works Department pulling the weeds. We have to do something. Mayor Paris asked the council to give feedback in the next week as what would be a good idea.

**Quarry Road**

Mayor Paris stated the city is named as a party in a lawsuit located at Ridgeview Drive. The judge states a 1998 document shows that a 15 feet easement just past the water tower, end of Quarry Road was donated to the city according to the plat map is city public property and the road needs to be maintained by the city. The road often washes out; therefore, it will be graded and the city will be obtaining an estimate on paving the location.

**Riverpointe Addition Stop Sign**

Mayor Paris stated a new stop sign has been installed at Riverpointe Addition. The housing development has grown and the residents have been complaining about near missed traffic collisions.

**Riverpointe Addition Privately Owned Rock Quarry**

Mayor Paris stated an inquiry was made about using a privately owned rock quarry that is located at the top of Riverpointe Addition. If the persons want to use it as a onetime deal to pick up the loose rocks that may be allowed. However, the rock quarry is in a residential area. Persons cannot drill or blast for rock within 500 feet of a residential zone.

**City Hall Air Conditioning**

Mayor Paris stated the air conditioning unit in the administrative office of City Hall has a coolant leak. It has been recharged with coolant for the past three years. However, the unit is antiquated, non-repairable and needs replaced. Three bids were obtained and will be offered to the lowest bidder. If the coolant charge lasts through the summer, we can place the expense of a new unit on the budget for next year and do the installation in the winter or spring time. This will be the plan as long as it last through the summer.

1. **RESOLUTIONS & ORDINANCES:**

 **1. Resolution #2020-669 A Resolution of the Council of the City of Asotin Creating a Yard**

 **Clean-Up Assistance Program**

 Mayor Paris stated there have been a few complaints about overgrowth of trees, weeds and

 items that need to be removed from resident’s area that are a potential fire hazard. The

 residents have been contacted, but they do not have the means, the equipment to remove

 items, not physically capable of taking care of the yard, junk vehicles nor the money to hire

 someone to do the work. Working with the city staff a plan has been created to help these

 persons in need without gifting public funds or services to the elderly, disabled that meet the

 criteria that has been established through the assistance of the City Attorney and MRSC. The

 idea is to make a safe and secure environment and offer a onetime help. We are here to help

 the community. It is a matter of public safety. This program will be administered through

 city hall. Mayor Paris will make the final decision. Councilmember Loseth asked if the city

 employees who will be doing the work are covered by insurance. Mayor Paris stated yes,

 they are because it will be during work hours. Councilmember Schneider asked if there

 would be additional fees to the city. Mayor Paris stated nothing that we don’t already have.

 Using the landfill may be an additional expense. However, the city already has the machinery

 to do the work. There is a person who will haul off cars for free. The city will not be hiring

 tree trimers and no plumbers and nothing inside. City representatives Bob Portlock and Wes

 Rains will evaluate the situations and bring pictures and statements to Mayor Paris. If a

 complaint from a neighbor is filed, the city will reach out to them and give them an

 application. The city cannot force them to complete the application. However, if the city was

 to go through the abatement process, it would cost a lot more money. When the resident

 doesn’t apply with the weed and junk ordinances, abatement is the next step then the city has

 to go to court. Keeping property tidy and junk-free improves the health and appearance of your

 home, your neighbors’ homes, and your city. The outdoor storage of items such as discarded items,

 junk vehicles, garbage, and/or yard debris is not allowed within the City of Asotin. For those

 homeowners who may be in violation of the City’s Junk or Weed Ordinance, the City endeavors to

 assist homeowners in removing junk from their properties in order to add to the aesthetic look of our

 beautiful community. The City of Asotin created a Yard Clean-up Assistance Program to help low-

 income homeowners become compliant to the ordinances at no cost to the property owners.

**Successful Applicants shall meet the following requirements:**

* The real property must be owner occupied.
* Property owner shall meet income guidelines. Preference shall be given to low-income home owners, senior citizens, and /or persons with disabilities.
* Complete the Application and Financial Declaration and provide proof of income.

**The Process:**

* Eligible homeowners will be contacted by a City Representative.
* The homeowner and City Representative will create a plan for bringing the property into compliance with the clean-up provisions of the City’s junk and weed ordinance.
* The plan will be presented in writing to the homeowner. The City Rep. and the Homeowner shall sign the plan which shall include a description of the items to be removed from the property, list of tools needed to complete the project, dates for starting and completing the plan, and a plan to keep the property in compliance with the ordinances.
* Homeowner must be present on the premises for all phases of the clean-up.

**Things you should know:**

* Disposal of Hazard Chemicals and solid waste- Homeowners will be responsible for disposing of hazardous chemicals, car batteries, used motor oil, animal waste, and any other items that may cause a risk of harm to City employees. Disposal of these items may be included in the plan as responsibilities of the homeowner.
* City Employees, Volunteers and/or agents of the City of Asotin will not enter homeowner’s residence.

Councilmember Cowdrey made a motion to approve Resolution #2020-669 A Resolution of the Council of the City of Asotin Creating a Yard Clean-Up Assistance Program. Seconded by Councilmember Loseth. All Ayes. There was no discussion. Motion carried.

1. **Resolution #2020-670 A Resolution of the Council of the City of Asotin Declaring four AT&T multi-line business desk phones with corded handset ML17929 ML001981254/DS6522 32/QG701638434/ML001981292, a VTECH wireless phone with answering machine and three additional hand held wireless phones and a Panasonic KX-TG4221 wireless phone with answering machine and three additional hand held wireless phones surplus property**

 Councilmember Weakland made a motion to approve Resolution #2020-670 A Resolution of

 the Council of the City of Asotin Declaring four AT&T multi-line business desk phones

 with corded handset ML17929 ML001981254/DS6522 32/QG701638434/ML001981292, a

 VTECH wireless phone with answering machine and three additional hand held wireless

 phones and a Panasonic KX-TG4221 wireless phone with answering machine and three

 additional hand held wireless phones surplus property. Seconded by Councilmember

 Schneider. All Ayes. There was no discussion. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110-**None

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Cowdrey. Seconded by Councilmember Weakland. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:32pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers