**ASOTIN CITY COUNCIL MINUTES**

**September 14, 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, Tim Ottmar, 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:**Scott Linja, Keller Associates, Inc., Elaine Greene, Wanda Keefer, Elaine Nagle,

Ellen Fuller, Robert May, Dan Bridges, Vikki Bonfield

1. **PUBLIC HEARING: 5:35pm-5:36pm**

Mayor Paris stated a public hearing is being held on the amended Comprehensive Plan Expressing Intent to Correct the Update of the City’s Critical Area Regulations. Those wishing to make oral or written statements on this matter may do so during the hearing. There was no response. Public hearing closed at 5:36pm.

Mayor Paris stated Planning Commission Member, Elaine Greene helped work on the plan. He wanted to thank the Planning Commission and Deputy Clerk, Tina Davidson for doing a great job.

1. **ORAL COMMUNICATIONS- PUBLIC COMMENT**:

Vikki Bonfield stated 2nd Street looks amazing.

1. **CONSENT CALENDAR:**
2. Minutes of August 24, 2020 Regular Meeting
3. Expense Checks-#43208-#43246 $369,591.03 To Include EFT’s
4. Payroll Checks-#43200-#43207 $26,508.04 To Include EFT’s
5. Voids-None

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

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

1. **UNFINISHED BUSINESS:**
2. **Riverpointe Park**

Mayor Paris stated he is still waiting for estimates for a survey. If found necessary Department of Ecology will be contacted as well. There is not a deed to this property, therefore, more research is needed. Resident, Ellen Fuller was surprised it was back on the agenda. She thought it left the table. Mayor Paris stated it has never left the table it is just still in a holding pattern. Once more information is provided, then the city can discuss what the property can be used for. Previous suggestions are as follows: leave it as a green space, turn it into a park, or sell it to the respected buyers.

1. **Council Committee updates/descriptions/mission statements**

Mayor Paris stated he received council committee descriptions from Councilmember Loseth for Mayor Pro-Tem, Administrative/Personnel, Asotin County EMS Board, Asotin County Health Board and Asotin Days. Mayor Paris created one for the MPO-Metropolitan Planning Organization.

Councilmember Ottmar stated he would like to be placed on the Public Safety and Parks Committees.

Mayor Paris stated please review all committees, write your descriptions and then they can be examined to make sure they are in line and efficient.

1. **NEW BUSINESS:**

 **1. Presentation of Land Conveyance**

 Mayor Paris asked Vikki Bonfield and Wanda Keefer to discuss the Land Conveyance with

 the council. He stated there is nobody more knowledgeable than Vikki and Wanda for this

 topic and asked them to do a presentation to the council, so the city will know where we need

 to go continue or discontinue the project. Vikki Bonfield distributed maps of the land that is

 the area in yellow on the map that the City leases from the U.S Army Corp of Engineers. She

 also distributed a copy of the WWRDA bill which determined that the city could recoup the

 land from the U.S Army Corp of Engineers. Vikki Bonfield stated the Land Conveyance has

 nothing to do with the marina project. Two separate things. The Land Conveyance process

 began in 2012 those involved in this process: Wanda Keefer (Port of Clarkston), PNW

 (Pacific Northwest Waterways) U.S Army Corp of Engineers and Cathy McMorris Rodgers.

 The request for the return of the property currently being leased from the U.S Army Corp of

 Engineers was placed in the WRRDA (Water Resources Reform Development Act). This act

 was approved in June of 2014. The process did not move forward until the city received the

 go ahead from the U.S Army Corp of Engineers in the summer of 2015. During this initial

 process the impetus behind having the land returned to the City involved two things, 1. The

 City Shop, portions of the City Park and the City having other options as to how the property

 could be used. 2. The school district is dependent on the property for the football, and baseball

 fields as well as student play areas, basketball and tennis courts. The school was very

 concerned that the U.S Army Corp of Engineers could at any time withdraw the lease and the

 school would not have facilities. If you review the lease the U.S Army Corp of Engineers has

 the option of giving written notice and terminating the lease at any time. If you look at the

 Timeline Tracker, the costs for the City to get the property back. The WRRDA bill says the

 property shall come back to the City without monetary consideration. However, there is a cost

 for the conveyance process, so the City will have to pay for reasonable and necessary costs

 which include real estate transaction, surveying, & environmental studies. The School District

 has committed $50,000 to the City for assistance in obtaining the property, the previous

 council had committed to giving the school a long-term lease when the property was returned.

 This is a long-term process as is anything with the U.S Army Corp of Engineers. (An example:

 the school district wanted to put up an announcer booth at the football field. The request was

 made in 2009, it was completed a couple of years ago, but not without constant urging by the

 City.) The Tri Cities has been working for nearly 25 years get their land conveyance approved.

 Once this property is returned, the City will be able to use the property in a way that will allow

 the City to financially benefit. Although it cannot be sold to a private person the City can l

 lease it for use that allows public access. The bottom line is the property belongs to the

 Citizens of Asotin. The maximum lease of property from the U.S Army Corp of Engineers is

 25 years. This does not give much security for the school. Vikki Bonfield stated Asotin-

 Anatone School District Superintendent, Dale Bonfield would like to discuss this issue with

 the council and mayor before the council makes a decision. The councilmembers and the

 mayor had additional questions and concerns about funding and the list of required items the

 U.S. Army Corp of Engineers is asking the city to do before the property can be returned to

 the city. Wanda Keefer stated the city does have local expertise professionals that can help

 with the items on list that need to be completed. Mayor Paris would like to thank Vikki

 Bonfield and Wanda Keefer for all their help. Vikki Bonfield stated she wanted to thank

 Wanda Keefer for all her help as she went to Washington DC to speak on behalf of the City to

 support the WWRDA Bill and everything she has done for us.

1. **CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

1. **TIB 4th Street Rehabilitation**
2. **2019-2020 TIB 2nd Street Pavement Project**

Scott Linja, Keller Associates, Inc. stated 2nd Street was paved this last weekend. There is a punch list the contractor will be working on such as new signs and marking sidewalks. The contractor has done a great job. There was a change order completed, signed and approved. One of the items on the change order was a catch basin had been damaged due to the previous construction on the street and it could not be reused. A section of pipe that was bent had to be fixed to allow stormwater to drain properly. The Transportation Improvement Board (TIB) will not fund paved areas for parking. They also only fund for 11 feet roadways. The same amount of driving surface still exists. Two semi-trucks can pass each other at the same time. The city did not lose any roadway. Dan Bridges asked if the homeowners can pay to have the graveled parking spots paved? Mayor Paris stated we have not discussed that yet, they are still a part of the right of way for the city. He stated he will have to investigate and will get back to the council and public with an answer. Scott Linja, Keller Associates, Inc. stated there will be normal clean up and will have to tamp down the rock. The punch list includes areas that are stepper than others in the parking areas. They will try to tie the old curb lines into the new street with what funding is feasibly allowed. The material that was used for the roadway, curb and rock was WSDOT specific and is WSDOT approved. Mayor Paris stated Mrs. Nagle’s property will be one of the areas of interest that the curb will need to be looked at due to the grade of the street. Resident, Elaine Nagle stated the workers were absolutely on the job all the time, never wasted a single second out there doing their job, took a moment to talk with you and easy to work with. Councilmember Loseth stated she wanted to give a kudos for the construction company working on Saturday and Sunday for paving.

1. **CLERK’S REPORT:**
2. **Asotin County Emergency Management education to the public on the stages of**

 **evacuation and Preparedness READY, SET, GO**

*"Due to the recent outbreak of destructive fires in our area, we are working with Asotin County Emergency Management to educate the public on the stages of evacuation"*

**READY, SET, GO**

**LEVEL 1 Evacuation Notice "READY"** - Be Ready for Potential Evacuation. Be aware of the danger that exists and monitor websites and local media outlets for information.

**LEVEL 2 Evacuation Notice "SET"** - You must prepare to leave at a moment’s notice. There is significant danger to your area and you should either voluntarily relocate or be ready to evacuate at a moment's notice.

**LEVEL 3 Evacuation Notice "GO"** - Evacuate Now. Leave Immediately. Danger to your area is current or imminent and you should evacuate immediately.

Mayor Paris reported that the town of Malden burned so hot it burned fire trucks. With the recent fire activity in Oregon, Washington, Idaho and California we are seeing how important it is to be ready to leave if you need to. Some things you can do on your property to help is remove weeds and debris and build a fire line. The Asotin-Anatone School District built a fire line and cut down grass on their hill side of the land they own. The CARES Act has issued additional monetary assistance. The city can look into purchasing a mass automated notification system via, cell phone, land line, emails and/or texts that can be sent out 24 hours a day and not have to be sent from a command center.

**DEPARTMENTS:**

1. **POLICE DEPARTMENT:**
* **MED-Project Kiosk**

Police Chief, Monte Renzelman stated the MED- Project will be up and running soon. The blue box (kiosk) will be located inside city hall. Old prescriptions, expired prescriptions, unused prescriptions can be deposited into the box at no expense to the city nor the depositor. The goal is to dispose of unwanted medication properly. Medications should not be flushed down the toilet or thrown away. The meds have an adverse reaction once they are in the Waste Water Treatment Plant system. The MED-Project does not accept needles. Police Chief, Monte Renzelman will handle the MED-Project for delivery and disposal. He will publish notices to the public when it is set up. Councilmember Ottmar stated this is a good option for the citizens.

* **Back to School Press Release**

Police Chief, Monte Renzelman sent out the following information to the media:

August 25, 2020 Asotin Police Department

It is good to see schools open back up. It seems like so long ago that we last saw kids playing in the school yards. Asotin School District’s first day of school is coming up fast on September 1st, and 2nd. School starts at 8am and releases at 2:30pm. Lunches are staggered throughout the morning and afternoon. These times create higher volumes of traffic and higher volumes of pedestrians around the schools. School days bring congestion in and around the school property, school buses are picking up or dropping kids off, kids on bikes are hurrying to get to school before the bell rings, and pressured parents are trying to drop their kids off before work. With the first day of school just around the corner the Asotin Police Department would like to remind parents, motorists and school students to start thinking about safety. Enclosed you will find some safety tips for a wide area of topics including vehicle, bicycle and, pedestrian traffic, as well as bus safety. We hope you find some useful information in these safety tips to help you and your family to be safe, or even to use as a good reminder. The safety of our children falls on each one of us to do our part, it is easy to fall into the trap of feeling pressured to get to work or the next activity on the schedule, however, it is important for drivers to slow down and pay attention when kids are present, especially before and after school. According to the National Safety Council more children are hit by cars near schools than any other location. The Asotin Police Department would like to remind motorists to be vigilant, follow the rules of the road, and have patience with the hustle and bustle around the school. As well as to remind parents to take a few moments review the safety precautions set in place with their kids. If each one of us does our part, this will be a great school year! The Asotin Police Department wishes everyone a safe and happy school year!!

* **City of Asotin Goose Hunt 2020-2021**

Police Chief, Monte Renzelman stated the cities part of the goose permit is to be able to discharge a gun within the city limits during these times and designated areas only. If you hear shots in the city that’s probably what is happening. The city did receive a signed authorization letter from the U.S. Army Corp of Engineers for their property to be used as well. Sept. 5-6, 2020, October 17th, November 2,2020 and November 7th, January 31st, 2021. The City of Asotin Permit is only an exemption to the city ordinance for discharging of firearms in the city limits. There will be no hunting on the football field or in Chief Looking Glass Park during school hours, 7:30am-3pm, or when children are present. This restricted area is from the west end of the football field to Washington Street. At the east end of Asotin, there is no hunting on the U.S. Army CORPS of Engineers property known as the Asotin Boat Launch”, “Bird Sanctuary”, or “Sloughs”. This area Starts at the line of rocks to the west side of the entrance drive into the Boat Launch, and continues along the river to the city limits. See Attached Map. All State and Federal hunting laws are still applicable for the Hunting of Geese inside the city limits of Asotin. All shooting will be done in a safe manner with clear vision and safe “back stop.” State law requires non-toxic shot to be used and a daily limit of 4 birds with a possession limit of 12 birds. The hunting hours in the State of Washington for Fowl are from 30 min before sunrise to 30 min after sunset. Permission is still required before trespassing onto private property, even if a bird was to drop on private property permission is required to retrieve it. Hunters must call dispatch at 509-758-2331 to inform them, they will be shooting geese in the City of Asotin. Hunters must also be in possession of the Asotin City Permission Card, valid WA State Small Game License, WA State Migratory Bird Permit and Federal Fowl Stamp with them and available for inspection while hunting.

* **Budget**

Police Chief, Monte Renzelman stated the City of Asotin jail budget has exceeded its limit. The 2020 budget was set at $1,500.00 and the city has currently spent $4,000.00. The city still has an incarcerated person.

* **911 Precession**

Police Chief, Monte Renzelman stated he participate in the 911 procession.

* **Bill Board**

Police Chief, Monte Renzelman stated he has participated in a local group that has donated money for a three-month advertisement on a bill board. It will have pictures and statements showing support of local law enforcement.

* **City of Clarkston Civil Service Oral Board**

Police Chief, Monte Renzelman stated he assisted with City of Clarkston Oral board on Saturday for Civil Service.

* **Asotin-Anatone School District**

Police Chief, Monte Renzelman stated he did a walk through the Asotin-Anatone School District with area law enforcement agencies so they can see the layout of the school and to open up the line of communications. Updated maps of the school have been created. Councilmember Loseth asked if there were any offsite facilities being used for classes this year. Police Chief, Monte Renzelman stated all students are on campus. The district office moved but is still in the same campus area.

* **Local Law Enforcement Support**

Police Chief, Monte Renzelman stated he has been having positive communications and talks with local citizens. There is a lot of support for law enforcement. He wanted to thank the citizens of Asotin for the support they have shown.

* **Smoke**

Police Chief, Monte Renzelman stated he was concerned for the residence at risk due to the blanket of smoke. Therefore, Deputy Clerk, Tina Davidson contacted the persons on the original COVID 19 contact list to check in with them to make sure they were ok and if they needed any supplies to help with the smoke.

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

City of Asotin Fire Lieutenant, Dwayne Paris stated everyone is being smart about the smoke and staying indoors. He doesn’t see anybody walking or exercising outside. There have only been two beathing difficulty calls within the county recently.

1. **PLANNING COMMISSION:**

TBD

1. **ASOTIN MUNICIPAL COURT:**
* Next Asotin Municipal Court will be Thursday, September 24,2020 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)**–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:**

**Steve Cowdrey-** None

**Lori Loseth**- None

**Tim Ottmar-** None

**Mervin Schneider-** Councilmember Schneider reported on the PTBA Green Line ridership that arrives in Asotin. Councilmember Schneider provided a boarding comparison graph. The graph shows the lowest levels during the virus. Riders are arriving from Clarkston to attend court. With the courts and other businesses being closed, the numbers decreased drastically. The PTBA shortened hours due to decreased riders. The graph is now showing the numbers have increased in August and busses are back to running a full schedule.

Councilmember Schneider reported his neighbors are concerned about a few raccoons that have made their home on Kings Lane. It was suggested to make sure nobody is feeding cats or dogs outside in the area. The raccoons will come in and clean up the food if it is not completely gone.

**David Weakland**- None

1. **MAYOR’S REPORT:**

 **2nd Street Paving Project**

 Mayor Paris stated the city is really standing out for accountability for the projects that are being

 completed. Scott Linja, Stillman Norton of Keller Associates, Inc. and Public Works

 Superintendent, Bob Portlock have been monitoring and inspecting the project from the beginning to

 the end. Mayor Paris stated he relies on people with their experience and expertise.

 **CARES Act**

 Mayor Paris stated the City of Asotin has received additional CARES Act monies. The original

 amount was $38,400.00 with an additional amount of $19,200.00 for a total of $57,600.00.

 Washington State Department of Commerce Local Government Division Community Capital

 Facilities Unit Coronavirus Relief Fund for Local Governments. The additional amount is to

 provide additional funding for costs incurred due to the public health emergency with respect to the

 Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30,

 2020. Final invoices must be received by December 15, 2020. Expenditures must be used for

 necessary actions taken to respond to the public health emergency. These may include expenditures

 incurred to allow the local government to respond directly to the emergency, such as by addressing

 medical or public health needs, as well as expenditures incurred to respond to second-order effects
 of the emergency.

 **Growth Management Act (GMA)**

 Mayor Paris stated he has been working with Deputy Clerk, Tina Davidson on the Comprehensive

 Plan and it has been a very educational month. Progress is being made. Still working on this live

 document. Thank you to Deputy Clerk, Tina Davidson for her time and dedication to this plan.

 **Procedure as a councilmember to address an issue outside the council chambers**

 Accountability being an elected official is very important to understand how to handle situations

 outside the council chambers. If the public has an issue to address or wants to discuss a problem

 with you outside of the council room, ask them to please bring it to council. You do not want to

 make any decisions on behalf of the city outside the business setting due to any violations it may

 create. Also, contact the Mayor to discuss the issue.

1. **RESOLUTIONS & ORDINANCES:**

 **1. Resolution 2020-673** A Resolution of the City Council of the City of Asotin, Washington,

 Expressing Intent to Correct the Update of the City’s Critical Area Regulations.

 **TABLED**

**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 6:24pm.

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Mayor Paris

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Clerk/Treasurer, Tiffany Rogers