

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, AUGUST 26, 2013**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
August 12, 2013 Regular Meeting**

- 5. COMMUNICATIONS:**
 - A. From the Public (Please limit comments to 3 minutes)**
 - B. From the Mayor**
 - C. From Staff or Employees**

- 6. COMMITTEE REPORTS:**
 - A. Finance – Audit Report on Current Bills**
 - B. Public Safety – August 20**
 - C. Public Works – August 21**
 - D. Administrative/Intergovernmental – August 26**
 - E. Community Development – no meeting**

- 7. UNFINISHED BUSINESS:**

- 8. NEW BUSINESS:**
 - A. Authorize Stormwater Planning Grant (PW)**
 - B. DOE Grant for Shoreline Management Plan Update (PW)**

- 9. COUNCIL COMMENTS**
- 10. MEDIA QUESTIONS**

- 11. EXECUTIVE SESSION:
Union Negotiations**
- 12. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

CLARKSTON CITY COUNCIL MINUTES
August 12, 2013

CALL TO ORDER: Mayor Warren, 7:00 P.M.

COUNCIL:

<input checked="" type="checkbox"/> Beadles	<input checked="" type="checkbox"/> Nash
<input checked="" type="checkbox"/> Provost	<input checked="" type="checkbox"/> Baumberger
<input checked="" type="checkbox"/> Smith	<input checked="" type="checkbox"/> Blackmon
<input checked="" type="checkbox"/> Manchester	

STAFF:

<input checked="" type="checkbox"/> Chief Hastings	<input type="checkbox"/> Chief Cooper	<input checked="" type="checkbox"/> PWD Martin
<input checked="" type="checkbox"/> Clerk Storey	<input checked="" type="checkbox"/> City Attorney Grow	

AGENDA CHANGES:

APPROVAL OF MINUTES: MOTION BY BEADLES/NASH to approve the minutes of the July 22, 2013, Regular Meeting. Motion carried.

COMMUNICATIONS:

A. **From the Public:** Monika Lawrence, 1302 13th Street, spoke representing the League of Women's Voters. They are facilitating two meetings on the issue of Consolidated Government which will be on the November ballot. The League is not taking a position, but feels the issue is important and people need an opportunity to become more informed. There will be two forums, one on September 12 from 7 until 9 p.m. at City Hall and one on September 26 in Asotin. She said all of the freeholder candidates have been invited. The League is also sponsoring a candidate forum on October 5 at Clarkston City Hall from 1:00 until 3:00 p.m.

Brian Shinn, Asotin County Commissioner, addressed the council regarding the dispatch agreement. He commented that discussions have been ongoing for about a year. He said the commissioners sent the city a letter last week and are awaiting a response. He said the county feels that the result of the discussions are that the costs have been explained and the commissioners would like to move forward. Mayor Warren said that the city is still waiting for additional information from our attorney. The city expects to be ready to respond after the next council meeting.

B. **From the Mayor:** Mayor Warren commented on a rating in Consumer Reports that included Tri State Hospital. She said Tri State received a better than average rating on the quality of their surgery department.

C. **From Staff:**

COMMITTEE REPORTS:

Finance: Councilmember Provost reported the bills were reviewed and approved for payment. MOTION BY PROVOST/BLACKMON to approve the bills for July 31, 2013, total expenditures of \$979.02 and the bills for August 12, 2013, total expenditures of \$692,317.14. He said the committee is concerned with the amount being spent on attorneys related to the ongoing issues with the construction of the Public Safety building. Motion carried.

Public Safety: Councilmember Beadles reported that committee met on August 7. City Attorney Todd Richardson was present to discuss the dispatch contract. He has received some recent information that he needs to research and will meet with committee again on August 20.

Chief Cooper said he had a recent discussion with Lewiston Fire Department and Asotin County Fire District regarding mutual aid. He will write a proposed agreement to present to each department.

Chief Hastings reported that National Night Out was well attended.

The new records clerk has started. Chief Hastings said training is going well.

Public Works: No meeting.

Admin Committee: Councilmember Manchester said committee met on August 12. They reviewed an Underwriting Agreement with DA Davidson and recommend approval.

Community Development: No meeting.

UNFINISHED BUSINESS:

NEW BUSINESS

A. Bid Award, Bubble-up Drywell Project

PWD Martin reported that bids were opened on the Bubble-up Retrofit Project. It will replace some areas where stormwater was just moved from one location to another with drywells. The lowest responsive bid was \$147,494.50. There was a lower bid initially, but that bid was withdrawn when the contractor discovered an error in their bid.

MOTION BY NASH/BAUMBERGER to award the bid to M. L. Albright for \$147,494.50. Motion carried.

B. Contract Approval for Bubble-up Project

PWD Martin asked council to approve the contract with M. L. Albright for the Bubble-up Project. He said the city attorney has reviewed the contract. MOTION BY NASH/BAUMBERGER to authorize the mayor to sign the agreement with Albright. Motion carried.

C. Underwriting Engagement Letter, Sewer Revenue Bonds

MOTION BY MANCHESTER/NASH to approve the agreement with D.A. Davidson to underwrite the new sewer bonds. Councilmember Beadles asked if the city attorney has reviewed the agreement. Grow said he reviewed it today and it appears to be a typical agreement, but suggested the city approve the agreement subject to a review by MRSC. MOTION BY BEADLES/BAUMBERGER to amend the motion to include review by MRSC. Motion carried.

COUNCIL COMMENTS:

Councilmember Nash commended the Finance committee for their thorough review of the bills. Councilmember Nash suggested the Admin Committee should look at adding a requirement to the business license regulations for landlord with 4 or more rentals.

Councilmember Beadles commended PWD Martin on the quality of the City's parks. Martin gave the credit to the public works crew.

MEDIA QUESTIONS:

ADJOURNMENT:

Meeting adjourned at 7:20 p.m.

Vickie Storey, City Clerk

Kathleen A. Warren, Mayor

Total Fund Expenditures, 7/31/13	CK #54303, JV 20130708-12	\$979.02
Total Fund Expenditures, 8/12/13	CK #54303, 54364-54462	\$406,867.35
Total Payroll, 7/31/13	CK #54304-63	\$285,449.79

Public Safety Committee

August 20, 2013

Attendance: Chief Hastings, Chief Cooper, City Attorney Richardson, Terry Beadles

Attorney Richardson discussed in detail the dispatch contract. After much dialog between the committee members, we believe the city council should make recommendations as to our course of action. Attorney Richardson will concur with Attorney Grow for presentation about the dispatch contract to the council in executive session.

Vickie Storey

From: Ruthena Nash <nageor2@gmail.com>
Sent: Wednesday, August 21, 2013 5:06 PM
To: clarkstoncity@cableone.net
Subject: Public Works Committee

8/22/13

J. Martin, G. Nash

1. StormWater Capacity Grant. We are eligible to get a StormWater grant that will enable us to maintain our \$4.00 rate. This grant is for general expenditures. We are asking for permission for the Mayor to sign the request.

AGENDA ITEM

2. DOE Grant. We are eligible for a grant to pay for our Shoreline Management Plan. We propose to partner with Garfield County and Columbia County to make a Shoreline Master Plan which we would use. We are asking for the Mayor's signature.

AGENDA ITEM

3. We continue to discuss the open City Inspector position. We hope to find someone capable of doing the job and helping Jim.

County of Asotin

Regional Stormwater Program MEMORANDUM



TO: Clarkston City Council

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: August 21, 2013

SUBJECT: Ecology Capacity Grants

The Department of Ecology has offered a two-part capacity grant to the County. The first part, in the amount of \$50,000 is for the implementation of the Phase II stormwater permit. My recommendation is to combine this with the other entities to cover the costs of the Regional Stormwater Program office for meeting Permit requirements. The combined grant to the County, as the lead agency, will be \$150,000 and will pay for Coordinator's salary, travel, training, Management Team reimbursement, legal services, supplies, grant administration, etc. An agreement to combine funds is attached.

The second part of the grant is for the planning and design of a specific project. This grant will result in a 90% design for a project that will improve a water quality issue in the City. We will work with City staff to identify a list of stormwater drainage problems and submit the highest priority project for design. The amount of this grant is \$120,000 and the grant agreement is attached.

Ecology proposed to combine the \$50,000 permit implementation grant with the \$120,000 design grant. Because of our Interlocal Agreement, we separate our capital reserves for each entity. Therefore we are proposing that each of the entities sign the design grant separately. However, there is no money in the design grant for grant administration. That will be covered by the Regional Stormwater Program for each entity. This includes submitting grant vouchers, reporting, hiring consultant(s) to complete the design, development of scope of work, etc.

The signed acceptance forms are due at Ecology offices by August 30, 2013. The implementation grant expires 6/30/15 and the design resulting from the design grant is due at Ecology offices no later than August 1, 2014.



Serving: Asotin County



City of Asotin



City of Clarkston

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
 (Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

Grant Acceptance Intent Notice (GAIN)
 Formally Accepting the Funding Offer from the
 2013-15 Biennial Municipal Stormwater Capacity Grant Program

(This GAIN will include the recipient's intent to accept or decline the Pre-construction Funding offer as described in the Funding Guidance found at:
<http://www.ecy.wa.gov/programs/wq/funding/FundingPrograms/OtherFundingPrograms/StWa12a/FY12aStWa.html>)

Please Note: This GAIN does not replace a formal agreement. A formal grant agreement must be signed by the prospective grant recipient and Ecology **before** eligible costs are reimbursed.

Lead Applicant Name: City of Clarkston		Federal ID No: 91-6001238
Applicant(s) including partner "Designated Local Government" Names (City, Town or County): Clarkston		
Project Title: Clarkston Preconstruction Planning and Design Grant		
Name of Lead Local Government Signatory (Please Print): Kathleen Warren, Mayor		Signature:
Name of Lead Local Government Staff Contact:		
Title: Cheryl Sonnen	Telephone Number: 509-243-2074	Email Address: csonnen@co.asotin.wa.us
Mailing Address: P.O. Box 160, Asotin, WA 99402		

Please Note: You must select a primary location and then provide additional location information as applicable. All separate designations (County, Legislative District, Congressional District, and WRIA) must equal 100% (list from greatest to least percentage, and please break any ties by at least one percentage point).

County(ies) for the Project:	
Name	%
Primary	
Asotin	100

Legislative District(s) for the Project:	
Number	%
Primary	
9 th	100

Congressional District(s) for the Project:	
Number	%
Primary	
5 th	100

WRIA(s) for the Project:	
Number	%
Primary	
35	100

Are you accepting the offer for Preconstruction activities? Yes No - Under a separate agreement.

NOTE: For information on project-specific planning and design activities and requirements, see Guidance Document at:

<http://www.ecy.wa.gov/programs/wq/funding/FundingPrograms/OtherFundingPrograms/StWa12a/FY12aStWa.html>

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For Task 2 (\$50,000) – Permit Implementation, the following is a NON-BINDING list of elements your project may include:

- A. If the RECIPIENT is out of compliance with the municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT must ensure funds are used to attain compliance where applicable.
- B. The RECIPIENT may conduct work related to implementation of additional activities required by the municipal stormwater NPDES permits. The following is a list of elements your project may include. Please check all boxes that apply to your project.

Public education and outreach activities, including stewardship activities

Public involvement and participation activities

Illicit discharge detection and elimination (IDDE) program activities, including:

1. Mapping or geographic information systems of municipal separate storm sewer systems (MS4s);
2. Staff training;
3. Activities to identify and remove illicit stormwater discharges;
4. Field screening procedures;
5. Complaint hotline database or tracking system improvements.

Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:

1. Development of an ordinance and associated technical manual or update of applicable codes;
2. Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance;
3. Training for plan review and/or inspection staff
4. Participation in applicable watershed planning effort.

Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:

1. Inspecting and/or maintaining the MS4 infrastructure;
2. Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.

Annual reporting activities.

Establishing and refining stormwater utilities, including stable rate structures.

Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan that Ecology approves prior to awarding funding for monitoring.

Monitoring, including:

1. Development of applicable QAPPs ;
2. Monitoring activities, in accordance with an Ecology-approved QAPP, to meet Phase I/II permit requirements;

Structural stormwater controls program activities (Phase I permit requirement)

Source control for existing development (Phase I permit requirement), including:

1. Inventory and inspection program;
2. Technical assistance and enforcement;
3. Staff training.

Equipment purchases that result directly in improved compliance with permit requirements.

Allowed costs for equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a general use pick-up truck). Qualified equipment purchases include but are not limited to:

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1. Illicit discharge testing equipment and materials;
2. Vactor truck or sweeper truck or MS4 maintenance activities;
3. Electronic devices dedicated to mapping of MS4 facilities and attributes;
4. Software dedicated to tracking permit implementation activities.

If you are accepting the funding offer for project-specific planning and design activities the following Task3 will be included in your funding agreement:

Task 3 – Preconstruction Planning and Design (Up to \$120,000)

- A. The RECIPIENT will submit to the DEPARTMENT's Project Manager for review and acceptance and no later than October 1, 2013, an initial one to two page Project Summary. The Project Summary will include a description of the proposed project identifying: 1) the area where the proposed project is to be installed or constructed (including maps), 2) the stormwater best management practice(s) to be designed, 3) the name of the appropriate design manual planned for use in the final design (see item D), and 4) the water quality issue mitigated by the proposed project. The DEPARTMENT will provide comments to the RECIPIENT within 14 calendar days of receipt of the Project Summary. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the Project Summary for consistency with the appropriate design criteria and grant requirements. Detailed calculations and/or drawings are not required at this time.
- B. The RECIPIENT will submit two hard copies and one digital copy of the Pre-design report to the DEPARTMENT's Project Manager for review and acceptance and no later than January 31, 2014. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the Project Summary for consistency with the appropriate design criteria and grant requirements. Detailed calculations and/or drawings are required in the Pre-design Report. The DEPARTMENT will provide comments to the RECIPIENT within 45 days of receipt of the plans.
- C. The RECIPIENT will submit two hard copies and one digital copy of the 90 percent design plans to the DEPARTMENT's Project Manager for review and acceptance. The DEPARTMENT will provide comments to the RECIPIENT within 45 days of receipt of the plans. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the plans and specifications for consistency with the appropriate design criteria and grant requirements.
- D. For items A-C above, the RECIPIENT must provide reasons for deviations from design criteria in the following:
 1. The appropriate guidance manual below depends on the region that your project is conducted:
2005 or 2012 Stormwater Management Manual for Western Washington (SWMMWW), (the appropriate manual depends on the requirements of the jurisdiction) or the
2004 Stormwater Management Manual for Eastern Washington (SWMMEW), both can be found at:
<http://www.ecy.wa.gov/programs/wq/stormwater/tech.html>, or the
Low Impact Development Technical Guidance Manual for Puget Sound found at:
http://www.psp.wa.gov/downloads/LID/20121221_LIDmanual_FINAL_secure.pdf, or equivalent design manuals,

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
(Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

Eastern Washington Low Impact Development Manual found at
<http://www.wastormwatercenter.org/ew-lid-guidance-manual>, or

2. Equivalent manual as developed by the local jurisdiction and approved by the DEPARTMENT.
 3. Good engineering practices and generally recognized engineering standards.
- E. If applicable, the RECIPIENT will submit to the DEPARTMENT's Project Manager, a copy of the State Environmental Review Act (SEPA) Lead Agency's signed and dated SEPA determination.
- F. If applicable, the RECIPIENT will submit to the DEPARTMENT's Project Manager a DAHP EZ-1 form to initiate review of project activities by DAHP and tribal governments.
- G. The RECIPIENT will submit all pre-design figures and construction plans to the DEPARTMENT, reduced to 11" x 17" in size. The RECIPIENT may bind them with the specifications or related construction contract documents or bound as a separate document. All reduced drawings must be legible.

Required Performance:

1. Submit a Project Summary including maps, no later than October 1, 2013 to the DEPARTMENT for review and acceptance of the proposed design project.
2. Submit a Pre-design report, no later than January 31, 2014, to the DEPARTMENT for review and acceptance.
3. Submit 90 percent design plans, no later than August 1, 2014, to the DEPARTMENT for review and acceptance.
4. If applicable, submit a copy of the signed and dated SEPA determination to the DEPARTMENT.
5. If applicable, submit a copy of the DAHP EZ-1 form, for DEPARTMENT coordination on compliance with Executive Order 05-05.

Please note that these grant monies **cannot** be used to support legal costs related to appealing the MS4 permits or to implement mitigation projects.

Questions about the program, contact: Patricia Brommer (360) 407-6566 Patricia.brommer@ecy.wa.gov	Where to submit your signed GAIN form: By email: Mindy.ballinger@ecy.wa.gov Or by FAX Mindy Ballinger, WQProgram-FMS FAX (360) 407-7151
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2013 – 15 Biennial Municipal Stormwater Capacity Grant Program

Appendix A

PARTNERSHIP AGREEMENT FOR ECOLOGY GRANTS

2013 – 15 Biennial Municipal Stormwater Capacity Grant Program

The cities, towns and counties listed below agree to partner under one grant agreement for the FY 2013 – 15 Biennial Municipal Stormwater Capacity Grant Program, Permit Implementation funding. The grant shall be administered on behalf of the partners by the Designated Local Lead Government. Each partner local government is a city, town or county permittee under the Phase II Eastern Washington Municipal Stormwater General Permit.

Lead Phase II Local Government: **Asotin County**
Phase II permit coverage number: **WAR046501**

Signature of authorized representative: _____
Brian Shinn, Asotin County Commission Chair

Date: _____

Lead Phase II Local Government: **City of Asotin**
Phase II permit coverage number: **WAR046500**

Signature of authorized representative: _____
Vikki Bonfield, Mayor

Date: _____

Lead Phase II Local Government: **City of Clarkston**
Phase II permit coverage number: **WAR046502**

Signature of authorized representative: _____
Kathleen Warren, Mayor

Date: _____

City of Clarkston
Public Works Director
829 5th St.
(509) 758-1662
(509) 769-6019fax

Memo

To: Council

From: James E. Martin, PWD

CC: Mayor Warren

Date: Aug. 22, 2013

Re: Shoreline Master Program/ Ecology

State Law requires us to have a "Shorelines Master Plan" that establishes criteria for development along our water ways. Ecology is providing grants to update this plan and we have an opportunity to have the work done through partnering. Asotin County has been working with Ecology to put together an agreement with Garfield and Columbia Counties to partner on the project and complete one suitable document that will work for all parties. We could then adopt the plan by reference. We would be giving up \$50K of grant money but we would still be able to charge our administrative time to the project for reimbursement according to our contract with Ecology. Much of this type of document will be "boiler plate" and usable by all jurisdictions but still infuse our own needs for each of our areas. I am looking for permission to move forward with this process if Council believes as I do that it would streamline the process and beneficial to not add to our plate at this time.

Thank you for your consideration,

Jim

