

CLARKSTON CITY COUNCIL MINUTES
October 24, 2016

ROLL CALL: Belinda Campbell, Monika Beauchamp, John Murray, Kelly Blackmon, Skate Pierce; Beadles and Kolstad were excused on a motion and second by Campbell/Pierce.

STAFF:

Chief Cooper, Chief Hastings, PWD Martin, City Attorney Richardson, Clerk Storey

AGENDA CHANGES: Add street closure for Halloween to New Business.

APPROVAL OF: Minutes of the October 10, 2016, Regular Meeting were approved as presented.

COMMUNICATIONS:

A. From the Public:

Lance Rinard, representing Lancer Lanes & Casino regarding gambling taxes.

B. From Mayor:

Mayor Lawrence reported that the MPO is reviewing its records and will be needing a resolution to confirm the formation of the MPO.

Mayor Lawrence read a letter from the League of Women Voters thanking the city for allowing public meetings to be held in the meeting rooms at no charge to the organizations.

Mayor Lawrence reported on training she and Clerk Storey attended in Spokane. They learned about the state's centralized business license program from the Dept. of Revenue and also more about digital hoarding, scanning and discarding documents and retention from the Secretary of State's office.

Our annual audit with the risk representative from WCIA will be tomorrow.

Mayor Lawrence said she is developing a form letter to respond to inquiries and complaints about nuisance properties.

Mayor Lawrence asked council to consider scheduling occasional workshops for general discussion.

From Staff:

Chief Cooper commented that passage of the EMS levy is important to support ambulance service in the City and urged people to vote.

COMMITTEE REPORTS

Finance: Councilmember Blackmon reported the bills were reviewed and approved for payment. Total expenditures for October 24, 2016 of \$190,809.69. MOTION BY BLACKMON/BEAUCHAMP to approve the bills as read. Motion carried.

Public Safety: Councilmember Pierce reported on the October 18 meeting. Chief Cooper discussed potentially portioning the valley into sectors for mutual aid response.

Area fire agencies are sharing the cost of some training that is being brought to the valley.

Discussion of ambulance and fire service standards.

Public Works: Councilmember Pierce reported on the October 18 meeting. WSDOT has found funding to replace up to two thirds of sidewalk, curb and gutter on Bridge Street.

Committee recommends awarding design of the Grantham School Safety Project to TD&H.

Garbage collection issues at the cruise boat docks is being discussed.

Southway Bridge – owners are working on funding for resurfacing and will be applying for any potential funding until 2018, which is when the project needs to be accomplished. Support letters will be needed as grant applications are made.

Committee is discussing scope of work that can be done with TBD funding.

Committee is discussing recycling.

Admin Committee: No meeting.

Community Development: Councilmember Campbell said committee discussed changing the name of Columbus Day. More discussion will be held.

Outside Organizations: Councilmember Campbell said the Lodging Tax Committee met. Budget recommendations will be brought to the next council meeting. Councilmember Pierce reported on the EMS Council meeting. Mayor Lawrence reported on the Health District meeting. The budget was discussed. Tri State has offered space for a WIC satellite office.

PUBLIC HEARING:

Public Hearing on Revenue Sources and Property Tax Levy for the 2017 Budget

Mayor Lawrence opened the Public Hearing at 7:22 p.m.

Clerk Storey gave a brief presentation on the revenue sources for the Current Expense Fund, including the fact that a 1% increase to the property tax levy is included in the preliminary budget. Total property tax increase including new construction value is \$15,000. Storey said the most significant change between 2016 and 2017 is the lack of anticipated grant funding. Most other revenue sources are comparable to 2016. Business taxes are planned down slightly. Avista is the largest source of revenue in this category and is down \$20,000 for the year. Gambling taxes are fairly consistent, however, Lancer Casino has asked the city to reduce or eliminate the card room tax which be a revenue loss of about \$60,000.

Councilmember Campbell asked when the last increase for business license was. Storey said it was in 2003. Councilmember Murray asked about banked capacity for property tax. Storey said the former assessor could not provide an answer to what our capacity is, but since the city did not take the 1% increase for 6 or 7 years, there should be some. She will contact the assessor regarding banked capacity.

Councilmember Beauchamp asked if sales tax from marijuana sales was considered in the sales tax projections. Storey said the amount of sales tax to be generated is unknown and with the new tax exemption for medical marijuana, that will impact revenue.

Councilmember Pierce asked if the city receives sales tax from businesses in the Port. She said that we do. Councilmember Murray asked if we are at the maximum rate for utility taxes. Storey said 6% is the maximum and we are there.

County Commissioner Shinn commented that the current assessor should be able to provide information about banked capacity.

Councilmember Campbell asked about the gambling tax. Storey explained there are different rates for different types of gambling. The state allows a maximum of 20% on card rooms, but our rate is 6%. We also tax punch boards, bingo and raffles. The state does not tax gambling activities.

Mayor Lawrence opened the floor to comments from the public. There was no public comment.

The public hearing was closed at 7:39.

UNFINISHED BUSINESS:

NEW BUSINESS:

A. Authorize Agreement with Invoice Cloud for On-line Bill Payment Services

Clerk Storey explained that Invoice Cloud is the company that works with our software provider for integrated bill presentment and on-line bill payment. We have been discussing going to on-line payment options for about a year. We plan to have this option up and running by January 1. There will be a convenience fee for making payments by credit card. Utility payments will have a flat fee of \$2.95. Other types of transactions will have a percentage based fee. We will set up a payment kiosk in the lobby because we will not be able to accept credit card payments over the counter. Visa and MC rules do not allow a fee on face to face transactions. Customers will still be able to pay by check or cash or through the bill payment system in their own bank account. Storey said the City has been absorbing the credit card fees which are running between \$450 and \$650 per month.

MOTION BY PIERCE/BEAUCHAMP authorizing the mayor to sign the necessary documents with Invoice Cloud. Motion carried.

B. Reappoint Bob Gilbertson to Planning Commission

Mayor Lawrence asked for a motion to reappoint Bob Gilbertson to the Planning Commission. MOTION BY BEAUCHAMP/MURRAY to reappoint Bob Gilbertson to the Planning Commission. Motion carried.

C. Award of Design Engineering for Grantham Safety Project to TD&H

PWD Martin stated that the City received a grant for design of the Grantham Safety Project. Proposals were reviewed and TD&H was the recommended firm. Martin asked council to approve the award to TD&H and authorize the mayor to sign the agreement. MOTION BY PIERCE/CAMPBELL to award the engineering design for Grantham Safety Project to TD&H. Motion carried.

D. Authorize Mayor to Sign any Available Grant Applications for Southway Bridge Resurfacing

PWD Martin explained that the four entities who own Southway Bridge have been meeting to discuss options for resurfacing. It has been determined that 2018 is the drop dead date for the project to take place. The group is planning to apply for any and all grants that might possibly help with funding for the project. He is asking council to give authorization for the mayor to sign any grant application that comes available. MOTION BY BLACKMON/BEAUCHAMP to authorize the mayor to sign any available grant applications for Southway Bridge resurfacing. Motion carried.

E. Resolution No. 2016-11, Employee Handbook/Personnel Policies

Resolution No. 2016-11 was read by title. MOTION BY CAMPBELL/MURRAY to approve Resolution No. 2016-11. Storey explained that this handbook was developed as a result of a recommendation from WCIA. It includes some new policies that were required, policies from the policy section of Chapter 2.44 of the municipal code (which will be repealed when this policy becomes effective) and other policies that have not been addressed in writing previously. Campbell commented on the policy that prohibits employees from bringing weapons to work and having them on city property. Councilmember Murray said he would like to talk about maternity leave at some future date. Storey explained that these policies can be revised by resolution as needed. Motion carried.

F. Ordinance No. 1573, Repeal CMC 2.44, Personnel Rules, 1st Reading

Ordinance No. 1573 was read by title.

G. Legislative Priorities – Discussion

Councilmember Murray said he has done some research to put together a legislative agenda for the council. Murray said the big issue in the legislature will be education funding and AWC is concerned that the legislature will be taking funding from local governments to fund the court ordered education requirements. Mayor Lawrence reminded council that there are legislative phone calls during session that council can attend to make our concerns known to our legislators. Murray said he is following the AWC priorities and added a priority that WSDOT funded projects should include funding for the entire project. He also added a concern that the county jail is inadequate and should be considered.

H. Sixth Street Closure for Halloween

PWD Martin said the City finally received the request for street closure for the downtown trick or treat event on October 31. MOTION BY BEAUCHAMP/CAMPBELL to approve the street closure request. Motion by Beauchamp/Campbell to amend the motion to include the requirement that the City be named as an insured party on the insurance certificate. Amendment carried. The motion as amended carried.

COUNCIL COMMENTS:

Councilmember Pierce urged the residents to vote for the Rescue One levy.

Councilmember Murray commended Clerk Storey for her work on the employee handbook.

EXECUTIVE SESSION:

Council went into executive session at 8:10 p.m. to discuss union negotiations. Anticipated length of session is twenty minutes. Action is expected as a result of the session.

Council returned to open session at 8:30 p.m.

MOTION BY PIERCE/BLACKMON to approve the proposed settlement agreement with the Police Guild and the Police Support employees. Motion carried.

ADJOURNMENT:

Meeting adjourned at 8:32 p.m.

Vickie Storey, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 10/24/26	Ck # 62635, 62654-62703, Excise 9/16	\$70,255.62
Total Fund Expenditures,		
Payroll, 10/15/16	Ck # 62636-53	\$120,554.07