

**CLARKSTON CITY COUNCIL MINUTES**  
**February 24, 2020**

ROLL CALL: Skate Pierce, Pat Holman, Steven Ebert, and Melyssa Andrews. MOTION BY ANDREWS/HOLMAN to excuse Councilmembers Larsen, Evans, and Murray. Motion Carried  
STAFF: Chief Hastings, Chief Baskett, PWD Poole, Clerk Austin.

**AGENDA CHANGES:** Add Item I: Agreement with Asotin County Health District and Item J: WCIA Risk Grant Application to Consent Agenda. Add Item C: Ordinance 1639, Code Enforcement Officer 1<sup>st</sup> reading to New Business.

**APPROVAL OF MINUTES:** Minutes of the January 27, 2020 Regular Meeting were approved as distributed.

Mayor Lawrence introduced Darren White as our new Fire Chief/EMS Director. He begins March 1, 2020

**Clarkston Fire Department Pinning Ceremony.** Chief Baskett introduced Mitchell McGrory, Jesse Messick, William Coulombe, and Blake Perkes. Chief Baskett administered the oath and the pinning of the new members.

**COMMUNICATIONS:**

**A. From the Public:** Beau Tanner, 600 10<sup>th</sup> Street

**B. From Mayor:** Mayor Lawrence announced Kids to Park Day. This is a multi-agency event that will take place at Swallows Nest Park on May 16, 2020. She reminded everyone about the importance of the 2020 Census and spoke about the safety provisions that are in place for reporting with the census online. She announced that a March 13 kickoff event with free pizza will be held at Holy Family Church. Mayor Lawrence also announced that a retirement reception for Chief Baskett will be held on Thursday at 1:30pm.

**C. From Staff or Employees:** Clerk Austin advised Council that the CEDA contract was for the CDBG Grant that had been discussed last year. Since it was not budgeted, we will have to have a modification presented before the invoice is submitted. He also advised that the triennial audit was completed. The City had no findings, and just a continuation of the management letter from the previous audit.

**COMMITTEE REPORTS:**

**Finance/Admin:** Councilmember Andrews reported that the Committee discussed Items A, B, C, I & J on the Consent Agenda, Items B & C under New Business and reviewed and approved the bills for payment. Total expenditures for the February 24, 2020 period of \$385,192.06. MOTION BY HOLMAN/ANDREWS to approve the bills as read. Motion Carried

**Public Safety:** Mayor Lawrence advised there was no meeting.

**Public Works:** Councilmember Pierce reported on the February 18th meeting. The committee discussed an update on the Bridge/2nd/Diagonal intersection. A Geotechnical survey and boring was completed recently and the next phase has started. The Diagonal/8th/Elm open house will be scheduled soon. The billboard demolition will go out to bid soon. The committee reviewed the contract for the interlocal cooperation agreement with the City and Habitat for Humanity regarding the CDBG grant program. This will be called the Critical Home Repair Program. The contract is out for attorney review. The interlocal agreement only comes into effect if the grant is awarded.

The plan is to make this a sustainable, on-going program by bringing in other funding sources. The committee reviewed the bids for the HVAC program. Mike's Heating and Air Conditioning has the apparent low bid. The City doesn't have any money budgeted for this right now and there isn't any in the Building Maintenance Fund. This may need to be tabled until we can figure out funding or come up with an alternative plan. The committee recommends that we discuss this in full council before we proceed. PWD Poole presented the HSIP update on the Road Safety Plan. This list prioritizes our safety needs for multiple intersections. The plan also breaks down the number of accidents at multiple intersections in our network. We have the opportunity to have these projects 100% funded if we get the money obligated by 2023. We've received a special event permit request for the Mac McClain Motorcycle Show. This will be an agenda item.

The WWTP Master Plan is out for RFQ (request for qualifications). These are due March 6th.

PWD Poole is going to attend another Regional Recycling meeting on the 27th of February.

The committee reviewed the codes dealing with landlords and tenants. This is a draft of a new City policy using established and adopted codes.

**Outside Organizations:** Councilmember Pierce reported on the Board of Health meeting. The Board had a discussion on pop up pantries, licensing issues and needs. The Doctor of Public Health Lutz gave an update on the Corona Virus. He advised that it will be upgraded to a pandemic. Dr Lutz provided statistics on the spread of the virus and health concerns.

**UNFINISHED BUSINESS:** None

**CONSENT AGENDA:** MOTION BY HOLMAN/ANDREWS to approve Consent Agenda.

Motion Carried

- A. **Mutual Assistance Compact – City of Moscow (Finance/Admin)**
- B. **Resolution 2020-01, Surplus Cardiac Monitors (Finance/Admin)**
- C. **Resolution 2020-02, Surplus Fire Equipment (Finance/Admin)**
- D. **Professional Services Contract – CEDA (Public Works)**
- E. **Interlocal Cooperation Agreement – Habitat for Humanity (Public Works)**
- F. **2020 City Safety Program Grant Application – Bridge/2<sup>nd</sup>/Diagonal (Public Works)**
- G. **2020 City Safety Program Grant Application – 8<sup>th</sup>/Elm/Diagonal (Public Works)**
- H. **Special Event Permit – 2<sup>nd</sup> Annual Mac McClain Motorcycle Show (Public Works)**
- I. **Asotin County Health District Agreement (Finance/Admin)**
- J. **WCIA Risk Grant Application (Finance/Admin)**

**NEW BUSINESS:**

A. **Discussion on HVAC Maintenance Bids (Public Works)** PWD Poole provided Council with the information regarding the HVAC Maintenance and requirements from the State RCW. Councilmember Pierce advised the issue was discussed in committee, but felt that the Council should have the information before a decision was made. Clerk Austin confirmed that the City did not have the contract amount budgeted. He also advised that the RCW allows for the maintenance to be performed by employees without having to pay prevailing wage. Mayor Lawrence advised that herself or staff could perform the maintenance. MOTION BY PIERCE/ANDREWS to reject all bids. Motion Carried

B. **Discussion on TSMH Tax Exemption Request (Finance/Admin)** Mayor Lawrence advised council on the background of the exemption request by TSMH. She advised that she was going to reach out to TSMH Board. Clerk Austin provided the amounts that the City would be losing due to the exemption on an annual basis. He also provided the amount that the taxes would have to be

increased to cover the retroactive request. Councilmember Pierce asked if there was an amount known for the penalty interest that would be added. Clerk Austin advised that the amount was not known at this time. Pierce asked if TSMH asked specifically for the retroactive. Clerk Austin advised that the City had been advised that after TSMH learned of the retroactive refund, they requested it from the State. Mayor Lawrence advised that she understood that TSMH could decide not to seek the retroactive amount. Chief Baskett advised that there was concern that the community would not want to support the EMS or other levies in the future, if the taxpayers have the added retroactive payment applied to their tax burden of \$0.51 per thousand. Mayor Lawrence wanted to inform the TSMH board of the tax base and demographics of the City of Clarkston. Councilmember Holman commented that he hoped that TSMH would show some concern to the City and the taxpayers. Councilmember Andrews agreed with Holman.

**C. Ordinance 1639, Code Enforcement Officer – 1st Reading (Finance/Admin)** Vote will be at next meeting.

**COUNCIL COMMENTS:** Councilmember Andrews mentioned the recent devastation of floods in Dayton and Oregon and fires that occur in the area. She advised that a group called Northwest Disaster Relief has a website to help in needed areas.

**PRESS QUESTIONS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

Meeting adjourned at 8:00PM.

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Steve Austin, City Clerk

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Monika Lawrence, Mayor

Total Fund Expenditures 2/24/20	Ck # 70069-70122	\$245,399.40
Payroll 2/20/20	Ck # 70058-70068	\$139,792.66