

CLARKSTON CITY COUNCIL MINUTES
January 22, 2018

ROLL CALL: Pat Holman, Russ Evans, Joel Profitt, Skate Pierce, Belinda Campbell, Brian Kolstad, John Murray.

STAFF: Chief Hastings, Chief Cooper, PWD Poole, Clerk Austin, Attorney Richardson.

AGENDA CHANGES: Move the “Communications” section to after the “New Business” section. Mayor Lawrence presented a packet of information for review by the Councilmembers regarding the request to reinstate a former Fire Department employee to the position that was vacated by the employee. The Mayor advised that per Civil Service Commission Rules, the employee would have to reapply for consideration of any further employment with the department. Attorney Richardson advised the Council regarding conversations that he had with the City’s labor representative, Kevin Wesley regarding the following of the Local 2299 Union contract, as well as adherence to the Civil Service Commission rules. The Council agreed that the Civil Service Commission rules would have to be followed for anyone that has left employment, and is seeking to be re-employed by the Fire Department.

APPROVAL OF MINUTES: Minutes of the January 8, 2018 Regular Meeting were approved as distributed.

COMMITTEE REPORTS

Finance/Admin: Councilmember Murray reported the bills were reviewed and approved for payment. Total expenditures for the December 2017 Open Period of \$471,850.43 and the January 22, 2018 period of \$216,182.31. MOTION BY PIERCE/KOLSTAD to approve the bills as read. Motion Carried

Public Safety: Councilmember Campbell reported that Chief Hastings discussed the purchase of a new patrol car. His budget request will be for \$38,000. The Chief requests bids through the state and this one would be awarded to a dealership in Bellevue, WA. This will be on the agenda for a vote.

The Clarkston Police Department and the Clarkston Fire Department each received a \$500 donation from Pathologists Regional Laboratories.

The police department currently has a drug take back box located in the department. Currently, they have to pay to dispose of these drugs through a program in Spokane. This is costly. The department would like to look at purchasing a “cactus sink”. This sink destroys the drugs for proper disposal. The cost for this sink would be around \$500 and we would look at splitting that cost with the County.

Chief Cooper gave us an update on the GEMT program. It will take a while for it to be implemented, probably the first of July but they are accepting applications until January 31st. After acceptance, there is 2 months for cost reporting to be submitted. There were 256 managed care transports for 2017, that will be eligible for reimbursement through this program. Currently, we contract with Systems Design at 5% to handle our billing for transports. The Chief, if our application is accepted for the GEMT program, would like to sub contract through Systems Design with PC&G to develop cost reporting and auditing at an additional 15%. We do need to add this to the agenda for the Chief to submit the application for this program.

We had a firefighter resign on January 15th to take a position with another fire department in another town. That firefighter emailed the Chief on the 16th that he felt he had made a mistake and would like his job back. The committee informed the Chief that the firefighter would have to follow the same steps anyone else would have to take for hiring. It wouldn’t be fair to other firefighters to simply hand him back his job.

Public Works: Councilmember Pierce discussed the findings of the energy audit. There will be a future presentation for the entire council. It was interesting information as presented. It appears to be a

responsible management plan for the future. The presentation will be at the February 12th council meeting. There should be 30-45 minutes allowed for the presentation and questions from council. Washington Recreation Conservation Office grants are currently available for park development. The Department of Commerce \$4500 grant for Comprehensive and Critical Areas plan has been awarded. A minimum lot size ordinance is being reviewed.

There is a need to digitize records in the public works department. Director Poole has located a scanner/copier/printer that will assist in cleaning up our records. We are getting a contract for the purchasing of material for crack sealing. There will be a Planning and Zoning meeting 5th of February. Zoning changes will be discussed and also a planning development meeting about future development on the corner of 14th and Bridge St.

Outside Organizations: Mayor Lawrence attended the Asotin County Board of Health. A \$4200 grant was received for tobacco education. Dr. Bob Lutz from Spokane was introduced as the new Health Officer for the County. There will be a meeting of the Washington State Board of Health at the Quality Inn on the 14th of February. The EMS Council was attended by Councilmember Evans and Chief Cooper. Chief Cooper advised that they discussed working on a plan to teach the community when to call 911. Councilmember Kolstad advised that the next PTBA meeting would be on Wednesday. Ridership has been up over the previous year, and there has been no accidents.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. Approve Purchase of Patrol Vehicle (Public Safety) Chief Hastings presented a proposal to purchase a new patrol vehicle for \$32,924.33 plus costs of equipment for total of \$38,000. MOTION BY KOLSTAD/PROFITT to approve purchase. Motion Carried.

B. WA State GEMT Participation Agreement (Public Safety) Chief Cooper explained the GEMT proposal to the council. MOTION BY CAMPBELL/EVANS to authorize agreement. Kolstad clarified that this was separate from Item C, and confirmed. Motion Carried.

C. Amendment to Professional Services Agreement with Systems Design West (Public Safety) Chief Cooper explained the amendment to the current agreement. MOTION BY KOLSTAD/CAMPBELL to authorize amendment. Mayor asked if it would be renewed annually. Chief Cooper confirmed. Motion Carried.

D. Authorization to Amend Agreement for Copier Services (Public Works) PWD Poole presented a proposal to add a large format scanner/plotter to the Public Works Department. MOTION BY CAMPBELL/KOLSTAD to authorize amendment. Motion Carried.

E. Approval of Consultant Agreement for Comprehensive Plan Update (Public Works) PWD Poole presented the agreement for Don Brigham to update our Comprehensive Plan. MOTION BY MURRAY/KOLSTAD to authorize Agreement. Motion Carried.

COMMUNICATIONS:

A. From the Public: None

B. From Mayor: None

C. From Staff or Employees: Chief Cooper advised that the date given by the Mayor regarding the posting of the vacancy at the Fire Department was incorrect. He advised that he made a request to the Civil Service Commission on January 12th, but the job was not posted in the Tribune until the 21st of January. He also advised that the memo reported from the Fire Department was only a memo from Chief Cooper. Clerk Austin corrected Chief Cooper regarding the job posting date. Clerk Austin advised that the job was posted on City website and on AWC JobNet on January 12th.

Fire Captain Melissa Welter advised the council that the employee that left for other employment had originally only asked for a leave of absence, which was denied. Welter asked the Council what would happen if the employee reapplied and was hired back regarding his previous seniority. Mayor Lawrence advised that had not been determined as of this time, but the City would be following the Civil Service and Union rules regarding hiring and seniority. Councilmember Pierce asked if the personnel manual policy stating that if an employee is hired within 90 days of separation that seniority is maintained would apply. Attorney Richardson advised that it would be looked at, but there is also wording that in the personnel manual that states that an employee that separates from the City is not eligible for rehire until 13 weeks has passed. Councilmember Pierce asked about the timeline for hiring through Civil Service. Chief Cooper advised that the current Civil Service testing would be on March 9th and 10th, and a list would have to be certified after that date to establish the best candidates. Councilmember Pierce asked if that would give until about April 13th for the hiring process. Clerk Austin advised that the application has to be received by February 21st, and policy manual may limit the previous employee from applying before the end of the 13 week period. Councilmember Murray advised that this would negate the 90 day period regarding seniority. Chief Cooper advised that the personnel manual did allow for the 13 week period to be waived on a case by case basis, and would recommend that it be waived in this instance. Clerk Austin advised that the language regarding the 13 week rehire period was provided by the City's insurance provided so that we would comply with the federal mandates of the Affordable Care Act. This will be an area that we will have to consider going forward on this issue.

COUNCIL COMMENTS: Councilmember Campbell thanked Clerk Austin & PWD Poole for working hard in their positions since they were hired.

PRESS QUESTIONS: Tribune Reported Sandaine asked how long of a leave of absence that the employee had requested. Councilmember Pierce advised that a five month leave had been requested.

EXECUTIVE SESSION: None.

ADJOURNMENT:

Meeting adjourned at 8:27p.m.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 12/31/17	Ck # 65505-65570	\$180,814.85
Payroll, 01/05/18	Ck # 65423-65457	\$291,035.58
Total Fund Expenditures, 01/22/18	Ck # 65593-65619	\$70,784.34
Payroll, 01/20/18	Ck # 65575-65591	\$145,398.07