

CLARKSTON CITY COUNCIL MINUTES
March 23, 2020

ROLL CALL: Skate Pierce, Belinda Larsen, John Murray, Russ Evans, Pat Holman, and Steven Ebert. Melyssa Andrews joined telephonically.

STAFF: Chief Hastings, Chief White, PWD Poole, Clerk Austin.

AGENDA CHANGES: Add Discussion of Utility Bills to New Business Item C and TSMH Hospital Letter to DOR to New Business Item D.

APPROVAL OF MINUTES: Minutes of the March 9, 2020 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: Beau Tanner, 600 10th Street

B. From the Mayor: Mayor Lawrence advised that Sparklight is providing wifi hotspots, unlimited internet data, and waiving late fees charges in response to the current pandemic. Governor Inslee issued a 48 hour Stay Home, Stay Healthy proclamation for anyone that is not an essential worker.

C. From Staff or Employees: Clerk Austin advised Council that as of March 19th City business license services are being provided through the Department of Revenue Business License Services. This allows for businesses to purchase their City license at the same time as the State licenses. Attorney Richardson updated Council on the number of tests and results for COVID 19 in the City and Asotin County. Mayor Lawrence advised that the City was hosting weekly meetings with the Health Department on Mondays at 3pm.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee reviewed and approved the bills for payment. Total expenditures for the March 23, 2020 period of \$216,610.77. MOTION BY MURRAY/HOLMAN to approve the bills as read. Motion Carried

Public Safety: Councilmember Larsen reported on the March 17th meeting. Both Fire and Police Chiefs White and Hastings debriefed the Committee on the current efforts to protect their staff from COVID-19. This includes personal protective equipment (PPE) such as masks and switching from the N95 to the safe and reusable “painters” type of masks. PPE is first distributed to hospitals, then first responders. The gloves, gowns, masks, etc., are carefully monitored but due to the lack of these essential tools, Tri State has had to limit some medical procedures. Brady Woodbury of the Asotin County Health Department continues to update and keep the City informed of the virus. The Chiefs met with Asotin County Sheriff, John Hilderbrand, about managing staff if either department are exposed to the virus and we reach crisis mode. Chief Hastings stated that he had received a report from the Kirkland Police Department with a “lessons learned” guide. New protocol has been put in place to limit exposure to staff and inmates at the jail. Other updates – the Whitcom Dispatch Center remains in crisis mode. This is bad news considering what our first responders are currently responding to. Kudos to the CPD for the swift and conclusive end to a potential threat at Clarkston High School. Protocol followed made for a smooth operation to what could have been a very dangerous situation. Chief White sent out an inner department memo to staff to remind them all

of protocol to prevent the virus from entering the station house. For the time being, they will not be performing blood pressure checks or attending kids' events. The doors will remain locked to the public until otherwise notified. City Hall doors are also locked to the public. You can always reach staff by phone, pay your bill online or drop it off in the drop box located out back of City Hall. A quick update on the jail – there will be a meeting to review proposals to select an architect.

Public Works: Councilmember Pierce reported on the March 19th meeting. The committee discussed the Bridge/Diagonal/2nd Design project update. The MPO policy board met and received our request for an increase in design funding. They awarded us \$62,000 in design funding. We now have the funds to complete design. The open house on the Elm/Diagonal/8th Project indicated that the peanut roundabout was the preferred concept. There's no City required money for construction. It will be paid for by HSIP money. The Committee reviewed the score summary for the consultant to update the WWTP Master Plan. The recommendation is to award the consultant job to Keller Associates. The HSIP Safety Plan is now ready for adoption by the council. PWD Poole will post it on the City web site for review. PWD Poole gave us a summary from the Building Official/Building Code Conference. There are changes to current code. Public Works is reviewing the WAC to find the differences and updates in order to prepare for when the new codes are updated on July 1st. The Committee is asking that the Council reauthorizes Jeffrey Wiemer with Asotin County Stormwater, to act on our behalf to sign the annual report.

Outside Organizations: Councilmember Murray advised that the MPO met on March 12th to consider the request for funding for Bridge/2nd/Diagonal. This was granted. Councilmember Evans attended the March 11 meeting of the PTBA. PTBA has two new drivers. They discussed the Walmart bus shelters. There was an annual performance review for Jenny George. She was given a Step 1 raise. Evans advised that the VLCV board meeting, the Cruise Boat meeting, and SEWEDA were all canceled. Evans attended a CDBG Grant webinar with PWD Poole, CEDA and Habitat for Humanity. The Lewiston transit system reduced hours to 8am-5pm. Clarkston will follow suit.

UNFINISHED BUSINESS:

A. Bridge/2nd/Diagonal - Request for Additional Funding from MPO (Public Works)

PWD Poole asked Council for acceptance and approval of the Local Agency Agreement Supplement to send to WSDOT. MOTION BY EVANS/MURRAY to approve additional funding request. Motion Carried.

B. Discussion on Elm/8th Diagonal – Design Recommendation (Public Works)

PWD Poole advised that the City held an open house for public input. He advised that the majority preferred the modified peanut roundabout design. PWD Poole requested approval from Council to approve the configuration and further design. MOTION BY MURRAY/EVANS to approve the design recommendation and proceed. Councilmember Murray advised that he did not like the design. He advised that the problem is with cost of project, when all that is required is adding two additional stop signs. PWD Poole commented that the project is being considered solely because of safety. He advised that it is the second highest intersection for accidents in the City. Although it has not occurred, statistically he said the City may soon have a serious accident or fatality at this intersection because of vehicles running the stop signs. Chief Hastings advised that the accidents are not due to running stop signs. He advised that they are for failure to yield

the right of way due to issues with sight lines. Councilmember Ebert asked if it would help if Elm Street had stop signs, and have those officer enforced. He also asked if stop signs would slow down traffic enough that collisions would not be serious. PWD Poole advised that the problem is confusion on who has to yield. Councilmember Evans asked about the number of injuries. PWD Poole advised two injuries in four years. Councilmember Larsen advised that the intersection will always have a line of sight issue. The existing business sign causes problems for sight lines. She advised that the cost of adding the stop signs seemed inaccurate. Councilmember Murray asked how many responses were received on the survey. PWD Poole advised it was seven in favor of the peanut roundabout and one that wanted the intersection left like it was. Larsen advised she would prefer to leave it as is, if no stop signs could be added. Councilmember Holman asked if the City could put up additional stop signs temporarily and see how it works. Murray asked if the approval of the design was needed in order to apply for HSIP funding. PWD Poole advised it did not, as long as the project was shovel ready. Ebert asked how many accidents would not have happened by having stop signs on Elm Street. Chief Hastings advised most accidents are caused by vehicles stopping at Diagonal, and then hit by vehicles traveling on Elm. Councilmember Pierce asked how the City was paying for design of the intersection. PWD Poole advised the funding was from the TBD. Murray asked if there were any other shovel ready projects that could use the HSIP funds if awarded. Pierce advised the Grantham area project was shovel ready. PWD Poole advised that project did not qualify for funding through HSIP. Mayor Lawrence advised that the HSIP area is Diagonal from 2nd to 8th streets. Pierce added that it would be unfortunate if the City didn't keep the HSIP money local, because some other city will take this money. Murray asked if there would be another chance to apply for HSIP funding. PWD Poole advised that there would not be at this time. Pierce advised we can do both, put signs in now until we find out if the HSIP is funded. Council approved by a 6-1 vote putting in stop signs now until the results of the funding is known. Larsen voted nay.

CONSENT AGENDA: MOTION BY PIERCE/HOLMAN to approve Consent Agenda. Motion Carried

- A. **Recommendation for Consultant for WWTP Master Plan Update (Public Works)**
- B. **Authorization for Stormwater Signature Form (Public Works)**

NEW BUSINESS:

- A. **Adoption of HSIP Safety Plan (Public Works)** PWD Poole provided information on the Plan to Council. MOTION BY PIERCE/EVANS to adopt HSIP Safety Plan. Motion Carried.
- B. **Mayoral Proclamation of Civil Emergency** Mayor Lawrence provided the proclamation. MOTION BY LARSEN/HOLMAN to ratify proclamation. Murray asked if the proclamation was a requirement. Mayor Lawrence advised that it is not required but allows the City to operate efficiently during the COVID-19 emergency. Motion Carried.
- C. **Discussion on Utility Bills** Mayor Lawrence had Clerk Austin advised Council of possibility of waiving late fees on utility bills during the emergency. Atty Richardson provided the legality of waiving the fees. Councilmember Pierce recommend waiving the fees for 6 months, March through August 2020. Consensus of Council was to grant a grace period of late fees only through August with an update in May or June on the status.

D. Letter to DOR regarding TSMH Exemption. Mayor Lawrence provided the letter written at the direction of Council. The DOR recommended to contact the State legislators. Larsen asked if it would be sent to TSMH. Pierce advised that the amendment from Andrews at the last meeting was to include sending it to TSMH. Mayor Lawrence advised she will also send it to the media.

COUNCIL COMMENTS: Councilmember Larsen encouraged other businesses to consider helping the community suffering at this time. Mayor Lawrence advocated support of local businesses. Councilmember Andrews asked TSMH to think about how the community is helping them now, but is going to be sick, hurting and without money. She said she pleads with TSMH to rethink this with what is happening now. Larsen spoke about the Chamber of Commerce wanting to install 10 minute parking signs for curbside service on 6th Street. Andrews asked about closing borders. Chief Hastings advised that the Police would not be closing the borders and are handling complaints by educating the public.

PRESS QUESTIONS: Tribune reporter Sandaine confirmed that the HSIP was to secure funding for the peanut roundabout design at the Elm/Diagonal and 8th intersection.

EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 8:15PM.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 3/23/20	Ck # 70246-70296	\$70,262.39
Payroll 3/20/20	Ck # 70233-70245	\$146,348.38