

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, OCTOBER 23, 2017**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
October 23, 2017 Regular Meeting, October 30, 2017 Special Meeting & Budget Workshop**
- 5. PRESENTATION: Visit LC Valley Update on Progress**
- 6. PUBLIC HEARING: 2018 REVENUE & PROPERTY TAX**
- 7. INTERVIEWS OF COUNCILMEMBER APPLICANTS**
- 8. EXECUTIVE SESSION: DISCUSSION OF APPLICANT QUALIFICATIONS**
- 9. APPOINTMENT OF COUNCILMEMBER**
- 10. COMMUNICATIONS:**
 - A. From the Public (Please limit comments to 3 minutes)**
 - B. From the Mayor: Announcement of 2018 Budget Public Hearing on November 27, 2017**
 - C. From Staff or Employees**
- 11. COMMITTEE REPORTS:**
 - A. Finance – Audit Report on Current Bills**
 - B. Public Safety – Nov 7**
 - C. Public Works – Nov 7**
 - D. Administrative/Intergovernmental – Nov 13**
 - E. Community Development – Did Not Meet**
 - F. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
- 12. UNFINISHED BUSINESS:**
 - A. Ordinance 1585 – Amending Zoning Map – ZC 2017-03 (2nd Reading)**
 - B. Ordinance 1586 – Amending Zoning Map – ZC 2017-04 (2nd Reading)**
 - C. Ordinance 1587 – Amending Zoning Map – ZC 2017-05 (2nd Reading)**
- 13. NEW BUSINESS:**
 - A. Resolution 2017-07 Business License Fees**
 - B. Ordinance 1588 – Sewer Collection and Disposal Charges (1st Reading)**
 - C. Letter of intent for Asotin County Hazard Mitigation Planning Grant Application.**
 - D. Award of quote for demolition of Beachview picnic structure.**
- 14. COUNCIL COMMENTS:**
- 15. QUESTIONS FROM THE PRESS:**
- 16. EXECUTIVE SESSION: NONE**
- 17. 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.

Individuals with disabilities may request reasonable accommodations by calling (509) 769-0131 at least three days prior to meeting.

CLARKSTON CITY COUNCIL MINUTES
October 23, 2017

ROLL CALL: Belinda Campbell, Kelly Blackmon, Terry Beadles, John Murray, Skate Pierce. Brian Kolstad excused on motion by BEADLES/BLACKMON.

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

PRESENTATION BY MAYOR TO LAW ENFORCEMENT OFFICERS: Mayor Lawrence recognized Clarkston Police Officer Tom Sparks and Asotin County Deputy Danny Vargas for saving the lives of two men when their boat capsized on the Snake River. Councilmember Campbell presented the officers with plaques from the City.

AGENDA CHANGES: Add Item "I" under New Business: Report on Single Stream Recycling

APPROVAL OF MINUTES: Minutes of the October 9, 2017 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: None

B. From Mayor: Mayor Lawrence reminded everyone of the RCW prohibiting smoking within 25 feet of public building entrances. On Friday the Mayor attended the Clarkston High School Day of Caring. High School students conducted litter control in the neighborhoods around the High School. The School partnered with United Way for the project as part of Homecoming activities. Other students volunteered at St Vincent's and the Boys & Girls Club. The school district plans to make the Day of Caring an annual event. Mayor Lawrence wrote a letter to the editor thanking everyone for partnering in the picking up of the litter.

C. From Staff or Employees: PWD Poole reported that the City of Lewiston and Dustin Johnson from Asotin County had contacted him regarding plans to scrub coat the Southway Bridge to stabilize the surface. It is a joint effort that will cost the City about \$2500. Attorney Richardson commended the Fire Dept Code enforcement and Public Works Department for efforts in cleaning up problem properties in the City.

COMMITTEE REPORTS

Finance: Councilmember Beadles reported the bills were reviewed and approved for payment. Total expenditures for the October 23, 2017 period of \$208,219.47. MOTION BY BEADLES/PIERCE to approve the bills as read.

Public Safety: Councilmember Beadles reported that Chief Cooper advised that engine problems have plagued our 2008 Ford ambulance. The Chief spent many hours of research, requesting opinions, and weighing options before purchasing a remanufactured engine. The vehicle will be back in service in the near future. The Chief detailed the GEMT (Ground Emergence Medical Transportation) program. We will participate in this program which will help fund Medicaid reimbursement for emergency transportation services.

Chief Hastings reported that the department recently completed a WCIA audit. The audit reviewed policy and procedures. The audit found the Police Department in compliance. Recent threats at our schools prompted reviews of safety procedures. Debriefings were scheduled to access overviews. Officers will participate in the safety training program "Below 100." The program presents concepts that promote individual officer safety and saving lives. Citizens are utilizing the Rx drop box at the police building. The Chief will review a machine the compacts the drugs for easier disposal. A patrol car is being repaired for body damage due to being struck by a delivery truck.

Public Works: Councilmember Pierce reported that the Freight Corridor grant needs council approval. The Beachview Park Rotary shelter demolition bids will be going out soon. FLAP Grant priorities were discussed with the Corps of Engineers. One area looked at is a pedestrian and bike access from the Interstate Bridge down to our bike path. The plan would use part of Confluence Way and the road down to the parking lot. The temporary dirt path off of the end of the bridge will need to be walled off. The second priority would be access at the end of Highland, where Highland and 2nd Street meet. This included a request for a walking/bike path that allows full access to the handicap accessible fishing pier and the bike path. A third request will be made for an ADA accessible ramp from Beachview Park to the lower area, and a paved walking path around the park with increased parking and restrooms. Finally, a request to extend the bike path along the river from Granite Lake Park to Red Wolf Bridge will be made. Alternately, tying the path to 13th Street was discussed. There was discussion regarding unfit/improperly maintained or substandard structures in the City. We are looking at Community Development Block Grants, to start a program offering low interest loans to encourage repair of substandard housing.

We also need to be able to go after landlords who don't maintain a minimum standard of housing. The CDBG funding program, could help by raising property values, improving homes and weatherizing homes to make them more energy efficient and economical. We are able to pay staffing out of the CDBG funds to enforce and manage the program. The Recycling Request for Proposal is on hold, pending legal review.

Apollo Solutions will be here on 11/1/17 at 11am to tour city buildings for the energy usage review.

Admin Committee: Councilmember Blackmon discussed increasing the costs of business licenses. Fees can be changed by resolution. It is proposed to increase the fees to \$75 per business license with a \$15 processing fee on new licenses. The Mayor's proposal about consolidating committees from five down to three was discussed. There was a discussion on the Mayor's idea to pay councilmembers a "per meeting" stipend. There was also a discussion regarding the budget status being available online.

Community Development: Mayor Lawrence advised there was no meeting.

Outside Organizations: Public Health Pierce/Mayor attended. Budget for 2018 and monthly expenses. Unfunded mandates from State. Asotin County Public Health works hard to provide what they do on a shoestring budget. Councilmember Campbell advised that the Lodging Tax met and Visit LC Valley was the only applicant. Their request was for \$85,000, the same as this year.

UNFINISHED BUSINESS:

A. Ordinance 1584 – Amending Zoning Map – ZC 2017-02 (2nd Reading)

Ordinance read by title. MOTION BY Campbell/Beadles to approve ordinance. Motion carried.

NEW BUSINESS:

A. ZC-2017-03 Findings of Fact and Conclusions of Law PWD Poole advised the council on the findings of fact, conclusion of law and recommendation of approval of area commonly known as 1003 Highland. This is the purchase of Noble's Trailer Park by Tri State Memorial Hospital. Councilmember Blackmon asked if just going to be a parking lot. PWD Poole spoke with TSMH. They advised that they will work on master plan. Councilmember Murray asked if the parking lot will take up all the property purchased. PWD clarified that one house and the Asotin County Housing area will remain.

B. Ordinance 1585 – Amending Zoning Map – ZC 2017-03 (1st Reading) Ordinance read by title. Vote will be held at the next council meeting.

C. ZC-2017-04 Findings of Fact and Conclusions of Law PWD Poole advised the council on the findings of fact, conclusion of law and recommendation of approval of rezoning the west area of Mac's Cycle property.

D. Ordinance 1586 – Amending Zoning Map – ZC 2017-04 (1st Reading) Ordinance read by title. Vote at next council meeting.

E. ZC-2017-05 Findings of Fact and Conclusions of Law PWD Poole advised the council on the findings of fact, conclusion of law and recommendation of approval of east area of Mac's Cycle property.

F. Ordinance 1587 – Amending Zoning Map – ZC 2017-05 (1st Reading) Ordinance read by title. Vote at next council meeting.

G. WA State Freight Corridor Grant Application (Public Works) PWD Poole presented the grant proposal for \$916,000 from the State to improve the following areas: Diagonal/Second/Bridge Street intersection and intertie Bridge/5th and 5th/Fair Street traffic lights. The grant proposal was emailed from the State. PWD Poole will need approval from the council if the grant proposal is approved to go forward. Motion by MURRAY/PIERCE to approve application proposal. Councilmember Campbell asked if there was matching fund requirements. PWD Poole advised that there is a match \$183,200. This money could come from TBD funds. Councilmember Murray asked if the project can be completed with only \$1,000,000. PWD Poole advised that this is the third part of the study. The first two parts have been completed. Councilmember Blackmon asked why the City is responsible for this area, since it is State Highway. PWD Poole advised that he contacted the State. Since the area is a beneficial use to our citizens, they are requesting that the City pay a portion. Motion Carried.

H. Regional Stormwater Budget Presentation and Approval PWD Poole presented report from Matt Carlson on the Regional Stormwater Budget. Motion by BEADLES/CAMPBELL to approve. Councilmember Campbell asked if there was a scheduled rate increase. PWD Poole advised that there would be no increase until 2019. Motion Carried.

I. Report on Single Stream Recycling PWD Poole advised on the RFP Cost Analysis. At this time, due to China slowing purchases of single stream recyclables, it may not be the best financial decision to implement a curbside recycling program. The City may need to expand the current program to accept more types of recyclable materials. Councilmember Beadles asked about pursuing recycling of glass and plastic. PWD Poole advised that any glass could be crushed to create drainage aggregate for \$20.00 per cubic yard, and a tipping fee of \$50. Councilmember Murray asked about contaminants in glass. PWD Poole advised of the process of crushing and using the glass, making contaminants not that big of an issue. Councilmember Beadles commented that it would extend the life of the landfill. Councilmember Campbell asked about the current recycle bins that the City uses, to see if we could add plastic to existing bins and add a secondary glass bin at another location. There was discussion on current pick up times of existing recyclable materials, and the capacity of the bins. Councilmember Murray commented on reviewing the cost and market for sale of plastic recyclables. PWD Poole advised that there is approximately \$30-\$40 per ton in revenue for plastic. Mayor Lawrence advised that there would need to be an education program on what types of plastic would be accepted. Murray asked PWD Poole what direction he was requesting to look at. Clerk Austin asked about equipment that would be needed for crushing glass. Would the City need to purchase a machine or use Lewiston's machine? PWD Poole advised that Lewiston's crushing machine would be available for a minimal cost to update. Councilmember Pierce advised that if bins are full all the time, many citizens take cardboard to Lewiston. As a citizen, he would pay more to have curbside recycling. If we are going to expand our current system, we need to improve it to make it worthwhile.

COUNCIL COMMENTS: Councilmember Beadles commended Asotin County and the City on the Regional Stormwater cooperative. Councilmember Campbell gave a shout out to the Fire Department Coats for Kids project. About 90 kids received new coats this year. Councilmember Pierce commented on daytime committee meetings. The meetings are held during the day so that City staff do not have to stay after work, or return later. Pierce also commented that the Southway Roundabout is exceptional. Pierce suggested the Council having work sessions possibly on the first Monday for City Departments, so that the Council can stay informed. PWD Poole mentioned work sessions like Lewiston uses. Mayor Lawrence asked the Council about having a budget work session. A suggested time would be Monday, October 30 at 6pm. Council agreed on the meeting time. The Mayor mentioned having a brief presentation of budget

requests by each Department head. Councilmember Beadles echoed Pierce on improving the City, possibly by changing rental property to individual ownership residences.

PRESS QUESTIONS: Tribune Reporter Sandaine asked if the Mac's Cycle zoning change would result in more taxes. PWD Poole confirmed that it would. She also requested the locations of the current recycling bins. The locations are at Diagonal and 11th Street, behind Albertsons on Fair Street, on Burns and Maple at Arnold Park. Those sites accept cardboard, newspaper/magazines, and aluminum/tin.

EXECUTIVE SESSION: None.

ADJOURNMENT:

Meeting adjourned at 8:08 p.m.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 10/23/17	Ck # 64985-65040	\$81,954.21
Payroll, 10/20/17	Ck # 64967-64983	\$126,265.26

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**CITY OF CLARKSTON
CITY COUNCIL AGENDA
SPECIAL MEETING &
BUDGET WORKSHOP
829 5TH STREET**

**MONDAY OCTOBER 30, 2017
6:00 P.M.**

ROLL CALL: Belinda Campbell, Kelly Blackmon, Terry Beadles, John Murray, Brian Kolstad, Skate Pierce.

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

1. CALL TO ORDER: 6:05 P.M.

2. NEW BUSINESS

A. Authorization of Department of Commerce Growth Management Grant Application

PWD Poole presented information from the State on funds available for the City to update the Comprehensive Land Use plan. There is no requirement for matching funds. The amount of the award would be \$4500. MOTION BY KOLSTAD/BEADLES to approve application. Councilmember Murray asked why we are eligible if we are not a participant of the plan. PWD Poole advised that the State provided availability for the City. Motion carried.

Mayor Lawrence asked Council if there was an interest in new binder for the Budget, or if the Council would re-use previous year's binders. Councilmembers Campbell and Blackmon advised they would like a new binder for the 2018 Budget. Mayor Lawrence advised that the Fire Department staff, except for a few employees, have not signed the acknowledgement in the personnel policy manual as agreed to. Debbi Sellers with WCIA said even without signing, the policy will have to be followed. Councilmember Blackmon said he was informed by Fire Department staff that the main reason for not signing was the portion of the policy manual prohibiting sleeping on the job. Mayor Lawrence advised that this issue was addressed in the meetings with the staff. Chief Cooper confirmed it was covered in the department's Standard Operating Procedures.

3. BUDGET WORKSHOP

Chief Cooper discussed the Fire and EMS budget. The EMS Levy being voted on will support the Ambulance budget if passed. The Ambulance budget doesn't receive money from the current expense fund. Cooper reported no major requests in the EMS budget. The Fire budget is part of the current expense fund. This budget requested will add SCUBA gear and bottles that are needed. It also will add the 11th firefighter position through 2018. Councilmember Blackmon asked if there is an applicant that can be hired on 1/1/18. Chief Cooper gave an update on the current hiring list, including the potential to have someone on the list ready for hire beginning 1/1/18.

PWD Poole discussed the Street Department budget. Major requests will be \$200,000 for street maintenance and repair that will be transferred from the Transportation Benefit District fund. He also discussed a \$7000 request for a match for developing a Transportation Master Plan. Regarding the Sewer Maintenance and Operation budget, PWD Poole mentioned the need for updating the facilities

plan. The budget includes a request for studies to update the Capital Improvement Plan and for a sludge removal truck. There will also be a request for the Parks Budget to sprucing up existing park structures. Councilmember Kolstad advised it is best to stay ahead of issues. PWD discussed the Sewer Master and Capital Improvement Plans. They are key to maintaining assets, and provide a structure for the future maintenance.

Chief Hastings explained the major expenditure in the Police Department is the purchase of a new patrol vehicle. Chief Hastings explained the Department fleet vehicle plan. Shared vehicles are the cheapest option for the City. One drawback of shared vehicles is lack of continuity in maintenance. Before the Department implemented this method, we had multiple maintenance issues. The Police Department used to buy several vehicles at one time and run them for as long as possible. Now the Department replaces one vehicle per year, and this has greatly reduced maintenance costs. Councilmember Murray asked if the purchase comes from the vehicle replacement fund. Chief Hastings confirmed this. Councilmember Blackmon asked how many cars were in the Fleet. Chief Hastings advised there 8 total with the Chief using the oldest car in the rotation. Chief Hastings discussed other areas of the budget, comprised of infrastructure/facilities, equipment/technology, and personnel. He explained before the remodel, the facilities were greatly lacking and that has been improved by the design and infrastructure of the current facility. Hastings advised that the equipment and technology in the budget is primarily paid with by utilizing court fines received. Hastings mentioned upcoming IT needs that is currently handled by personnel. At some point there may need to be some professional help in this area. The Police Department has good employees because the City has continued to offer competitive pay and benefits. The City has been able to draw qualified employees from outside agencies. As long as the City continues to provide good pay and benefits the Department will be strong.

Clerk/Treasurer Austin presented the preliminary budget to the Council. Clerk Austin asked for direction on proposed revenues. The Council will need to determine if the Property Taxes will be increased by the 1% available. The Council discussed the property tax figures and directed Austin to increase the property tax by 1% for 2018. The Sales Tax Revenue was discussed. There has been some indication that retail holiday sales may not be as strong as last year. The budget reflects this in keeping the revenue projection at the same level as last year. There is anticipated to be an increase to the building permits that is reflected in this budget. The grant money received by the City is expected to be similar to 2017 levels. The State has restructured some of the money distributed to the City. This is mainly in the monies from the Marijuana Excise Tax. There should be a projected increase of around \$5000 in 2018 revenue from this fund. Most other revenue is expected to maintain the levels received last year. The Transportation Benefit District Fund projected revenues will increase to \$500,000 dependent upon the retail sales & use tax income. The EMS Fund is dependent upon the funds generated from property taxes connected with the EMS levy that will be on the ballot in November. Chief Cooper calculated the fund revenue, and budgeted expenditures to reflect that revenue. The Lodging Tax fund received less revenue that projected in 2017, and this reduction is reflected in the projection for 2018. The Sewer fund revenue is projected at a 3% rate increase. Clerk Austin advised that the Council will need to provide direction on the actual increase so that an ordinance can be drafted for the next regular meeting. The Stormwater fund will remain the same as 2017 revenue figures. There is no projected increase in Stormwater fees. The Sanitation fund revenue is projected with a 3% increase. Council will need to provide direction if that amount is needed, so that an ordinance can be drafted for the increase.

Clerk Austin explained the expenditures requested for the Finance department. The City is in need of a few things in the IT area. We plan to join with the County on an RFP for fiber connectivity. No

budgetary numbers are available at this time. We are getting quotes on a City-wide email solution. Currently we have 5 separate networks, with 4 separate email domains. It would be best for management and public disclosure requirements to have all email managed under one system. The current laptop that is used to record minutes is outdated and will need to be updated. The budget has been increased by \$1500 for this purchase. All wages reflected in the budget are projected from the increases agreed on by collective bargaining. Asotin County has a new Emergency Management Director, Mark Janowski. He will be meeting with Public Safety Committee to discuss funding requests for emergency services. Council will need to give direction on what will be allowed. The Mayor has requested a slight increase of Public Health support from \$18,000 to \$20,000 for 2018. The Law Enforcement Budget only has the vehicle as a major expenditure for this budget, as explained earlier by Chief Hastings. The Fire Budget requests for new SCUBA and bottles were previously discussed by Chief Cooper. The Fire Truck loan will be paid off in 2018. PWD Poole has requested an additional \$4000 over last year's budget to maintain and paint park structures. The Midtown Housing 1989 CDBG Fund will be dissolved with the remaining funds to be transferred to the Street budget. The Rescue Unit One fund is funded through State grants and is used to purchase small tools and minor equipment. The Street fund reflects a transfer from the TBD fund of \$200,000 for street maintenance. In 2017 we had 80,000 budgeted for that expense. We may be able to transfer less and still maintain the budget. This last winter caused our snow removal funds to be three times what had been budgeted. This year, that amount has been increased to \$10,000 in anticipation of the winter that has been forecast for the area. Funding for the TBD will need to be maintained to cover the cost of the Southway Bridge resurfacing scheduled in the next few years. The EMS fund expenditures have been calculated by Chief Cooper based on the levy that is being voted on. The only major expense for this year is the Ambulance Remount that Chief Cooper has been researching. The Lodging Tax Fund has only received one request for funding for 2018. This request is for \$85,000 from Visit LC Valley. This is the same as the requested amount in 2017. The Sewer O & M Fund is running at a deficit. This is primarily because of \$250,000 requested for studies on the Waste Water Treatment Plant and system, and \$230,000 requested for a new sludge removal truck. In order to cover these expenditures, the sewer rates would have to increase over 35%. This would also reduce our debt ratio to 1.86, which is not good for our bonds that we are repaying. There was discussion on the need for the studies and the cost of the sludge removal truck. PWD Poole advised that the studies could be foregone for this budget, and a cheaper alternative could be researched for the sludge removal truck. Council directed Clerk Austin to prepare an ordinance to increase sewer rates by 3%. The Sanitation fund has no major requests for expenditures, and may not need a rate increase. After discussion of operating costs and the amount of the ending balance of the fund, Council directed Clerk Austin to keep Sanitation rates the same as they were in 2017. Clerk Austin advised that the Resolution on Building License Fees and the Ordinance on Sewer Rates will be presented at the November 13, 2017 regular meeting.

4. ADJOURNMENT

The meeting was adjourned at 8:38pm.

**PUBLIC HEARING
2018 BUDGET – REVENUE SOURCES
CURRENT EXPENSE FUND**

REVENUE SOURCE	2017 ESTIMATED REVENUE	2018 ESTIMATED REVENUE
Property Taxes	494,000	503,500
Sales Tax	1,850,000	1,800,000
Business Taxes	801,000	784,000
Excise, Gambling Taxes	67,000	67,000
Licenses & Permits	133,200	159,000
Grants	43,226	42,000
State Entitlements	285,000	266,400
Intergovernmental	82,000	86,000
Charges for Goods & Services	1,415	800
Fines	59,960	65,000
Miscellaneous (includes interest)	24,248	21,000
Total Actual Revenues	3,845,949	3,796,700

Revenue projections for the General Fund include:

- Property Tax – A 1% property tax increase is included. Property taxes have been split 50/50 with the Street Fund – amount shown is estimated Current Expense portion.
- Sales Tax is running a 6% increase over 2016. I have projected no increase for 2018 due to economic indicators of a potentially soft holiday retail season.
- Business taxes include utility or B & O taxes on gas, electricity and phones. Avista revenue is projected to be up about \$25,000 from 2016 due to the longer, colder winter. They are the largest generator of this revenue.
- Gambling Taxes are projected down slightly from 2016. The major source of gambling tax is from social card games with most of the revenue generated by Lancer Casino.
- Licenses & Permits, which includes business licenses and building permits, are planned to be higher. Business license rates are set to increase for 2018. It is difficult to predict construction for 2018, so I am being a little conservative with new business projections.
- Grant revenue is planned for the Narcotics Assistance program and the Domestic Violence program, as in 2017. There are no other major grants that I am aware of at this time.
- State Entitlements are anticipated to be about the same as this year. Criminal justice funds depend on the city's crime rate and are determined on the state's fiscal year. So we don't know until July if we will qualify for continued funding. The City will receive some marijuana tax revenue from the State. The formula changed for fiscal Year 2017-2018. It appears that we will get \$15,000 for this year and \$20,000 for 2018.
- Intergovernmental revenue is not anticipated to change significantly.
- Court revenues are expected to be down about \$17,000 in 2017 compared to 2016. 2018 is planned accordingly. This is largely due to the increase in filing fees that the city agreed to in 2016.
- Interest earnings continue to be minimal. The State Investment Pool has been earning about .5% for the last few months, an improvement over the .15% of last year. The majority of our funds are invested in other instruments earning 1% to 2%.

Public Safety Committee

November 7, 2017

Attendance: Mark Janowski, Dick Jones, Belinda Campbell, Chief Cooper, Chief Hastings, Skate Pierce, Terry Beadles

Mark Janowski (Asotin County Emergency Management Coordinator):

- It appears that Homeland Security Grants will become a thing of the past.
- Request that the Mayor sign a letter of intent for Asotin County Hazard Mitigation Planning Grant Application. * (Agenda item for Council action).
- Discussed emergency communication plan. Our equipment is outdated and in need of upgrading. Plans need to be upgraded and coordination meetings should be implemented.

Chief Hastings:

- The PD will participate in a food donation drive at the Grocery Outlet. The department will compete against other local agencies.
- The Chief will attend a conference on training, hiring, retention, and leadership.
- A letter was received from Sara Kern (Community Sexual Assault Program) commending Detective Sargent Bryon Denny.

Chief Cooper:

- Two employees will be on medical leave. Staffing could be an issue for the near future. The labor budget could be exceeded due to staffing.
- Ambulance revenues are above projections.
- The Chief will attend a conference on the Ground Emergency Medical Transportation program.
- The Chief is working with WADOT about the Red Wolf Bridge Closure due to construction.
- A Volunteer Retention Survey will be sent to area Fire Departments.
- The Chief is reviewing the floating holiday schedule to carry forward in the next year budget.

ORDINANCE NO. 1585

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the Planning Commission held a public hearing on October 2, 2017 to consider a request from Tri-State Memorial Hospital on Zoning Map Change Application No. ZC-2017-03 and adopted Findings of Fact, Conclusions of Law and a Recommendation to approve the zone change;

NOW THEREFORE, be it ordained by the City Council of the City of Clarkston as follows:

SECTION 1.0

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from High Density Residential (R-3) to Medical Commercial (MC) zoning designation:

Lot 1; the west half of Lot 2; Lot 3, except the west 28.5 feet thereof; and Lot 9, except the west 193.5 feet thereof, all in Block V of Vineland according to the official plat thereof, filed in Book A of Plats at Page 45, records of Asotin County, Washington.

SECTION 2.0

This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this _____ day of _____, 2017.

Monika Lawrence, Mayor

ATTEST BY:

Steve Austin, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

ORDINANCE NO. 1586

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the Planning Commission held a public hearing on October 2, 2017 to consider a request from Steve & Gail Enterprises, LLC on Zoning Map Change Application No. ZC-2017-04 and adopted Findings of Fact, Conclusions of Law and a Recommendation to approve the zone change;

NOW THEREFORE, be it ordained by the City Council of the City of Clarkston as follows:

SECTION 1.0

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from Medium Density Residential (R-2) to Service Commercial (SC) zoning designation:

Parcel – All of Lots 1, 2, and 3 in Block 42 of Clarkston.

SECTION 2.0

This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this _____ day of _____, 2017.

Monika Lawrence, Mayor

ATTEST BY:

Steve Austin, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

ORDINANCE NO. 1587

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the Planning Commission held a public hearing on October 2, 2017 to consider a request from Steve & Gail Enterprises, LLC on Zoning Map Change Application No. ZC-2017-05 and adopted Findings of Fact, Conclusions of Law and a Recommendation to approve the zone change;

NOW THEREFORE, be it ordained by the City Council of the City of Clarkston as follows:

SECTION 1.0

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from Medium Density Residential (R-2) to Service Commercial (SC) zoning designation:

Parcel – The south half of Lot 21, and all of Lots 22, 23, and 24 in Block 42 of Clarkston.

SECTION 2.0

This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this _____ day of _____, 2017.

Monika Lawrence, Mayor

ATTEST BY:

Steve Austin, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

RESOLUTION NO. 2017-07

A RESOLUTION OF THE CITY OF CLARKSTON TO ESTABLISH BUSINESS LICENSE FEES.

WHEREAS, Clarkston Municipal Code, Chapter 5.02, authorizes the City Council to establish application fees for business licenses; and

WHEREAS, the processing of such applications requires attendant time and labor of employees of the City at an additional cost to the City;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Clarkston as follows:

The following fees are hereby established, to be imposed by the City in processing business license applications and renewals in accordance with Clarkston Municipal Code Chapter 5.02:

1. NEW APPLICATION	\$90.00
2. LICENSE RENEWAL	\$75.00
3. FIREWORKS ANNUAL APPLICATION	\$100.00
4. PENALTY FOR LATE RENEWAL	\$15.00

ADOPTED this _____ day of November 13, 2017.

Monika Lawrence, Mayor

Steve Austin, City Clerk

ORDINANCE NO. 1588

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 14.06.060 and 14.06.110, WHICH ESTABLISHES SEWER COLLECTION AND DISPOSAL CHARGES

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1.0

Clarkston Municipal Code Chapter 14.06 is hereby amended as follows:

14.06.060 Rates – Sanitary Sewer.

(a) The city council shall establish, by ordinance, rates for sewer service as provided in RCW 35.67.190.

(b) The following rates are hereby established, effective January 1, 2018:

Classification	Monthly Base Charge	Monthly Sewer Charge per 100 Cubic Feet of Water Consumed	Average Monthly Rate by Classification
Residential	\$13.52	\$2.85	\$31.98
Commercial	\$26.03	\$2.85	\$63.96

(c) The following accounts shall be billed at a rate equivalent to the monthly average for their classification:

1. Greenhouses
2. Accounts not connected to the public water system.

(d) Automatic car washes shall be charged three (3) times the commercial average.

(e) Properties outside the corporate limits that have not fully participated in a City ULID shall have a rate 50% greater than the rate charged for similar service inside the City's corporate limits.

14.06.110

(1) Owners or managers of residential and commercial properties may apply to the city for suspension of service prior to the time the premises become unoccupied. Suspension of service shall not apply to multi-unit properties served by one water meter, where individual unit water consumption cannot be determined. Application shall be made on forms provided by the city and approved by the office of the city treasurer. Upon approval, the sewer service shall be suspended and the regular charge for the service shall

be suspended and replaced with a service/standby charge until the premises are reoccupied.

(2) No credit for suspension of service shall be given unless the premises remain unoccupied for 30 consecutive days.

(3) Service/standby charges shall take effect the month in which the property owner/manager makes application to the city, provided the property has been vacant for 30 consecutive days. For those properties vacant 15 days or less at the time application is made but anticipated to be vacant 30 consecutive days or more, the effective date shall be the first of the month following application.

(4) Upon re-occupancy, the sewer charge will be set at the average for the appropriate classification. The owner shall notify the city of the re-occupancy.

(5) Service/standby charges for qualifying properties under this section shall be \$5.00 per month for residential properties and commercial properties.

(6) There shall be no suspension of service for the stormwater portion of the fees.

SECTION 2.0

This ordinance shall be in full force and effect as of January 1, 2018 upon the signing hereof by the Mayor, authentication by the City Clerk and publication as required by law.

DATED this 23rd day of November, 2017.

Monika Lawrence, Mayor

Authenticated:

Steve Austin, City Clerk

To: Todd Kilpatrick, Hazard Mitigation Program Manager

From: Monika Lawrence, Mayor City of Clarkston

Date: October 30th, 2017

Subject: Asotin County Hazard Mitigation Planning Grant Application – Letter of Intent

Please accept this letter regarding our interest in submitting an application for funding to update the existing Southeast Washington Multi-Hazard Mitigation Plan. This project will focus on identifying new risks, evaluating existing identified risks and prioritizing them. In addition, we will be updating current mitigation strategies with the goal of reducing the loss of life, damage to buildings and infrastructure, and impacts from disasters before they occur.

The City of Clarkston is committed to assisting Asotin County Emergency Management with the management and coordination of this project to ensure that all stakeholders benefit from the resulting Hazard Mitigation Plan. Our project participation in summary will include:

- Providing at least one representative from our jurisdiction to participate on the planning team;
- Promote a whole community approach in outlining a community based risk assessment and mitigation strategies focused on disaster prevention and mitigation; and
- Participate and contribute information in the development of responsibilities at the local level to produce a wide range of appropriate, innovative and achievable mitigation solutions focused on reducing the risk to life, property, and the environment.

The total project cost estimate associated with this grant proposal is \$50,000.00 with a proposed Federal share of \$37,500.00. The City of Clarkston will allocate their proposed local share in the form of in-kind contributions from participating stakeholder's time and materials.

We believe that this project fits well with the State of Washington Emergency Management Division and FEMA's vision and mission and would like to thank you in advance for your consideration.

Respectfully,

Monika Lawrence, Mayor
City of Clarkston

QUOTE TABULATION

(SALES TAX TO BE INCLUDED IN THE BID ITEM PRICES)

BEACHVIEW PICNIC SHELTER DEMOLITION PROJECT							
ITEM NO.	WSDOT Std. Item No.	ITEM	QUANTITY	UNIT	M.L. ALBRIGHT	McCALLS	WEST-TECH
STRUCTURE DEMOLITION							
1	0050	REMOVAL OF STRUCTURES & OBSTRUCTIONS (TIMBER & WOOD ONLY)	1	L.S.	\$14,200.00	\$4,693.65	\$7,207.72
TOTAL PRICE (Including Tax):					\$14,200.00	\$4,693.65	\$7,207.72
ADDITIVE ALTERNATE #1 - CONCRETE DEMOLITION							
1A	0070	REMOVING EXISTING STRUCTURE (CONC. SLAB & FOUNDATION)	1	L.S.	\$14,200.00	\$6,463.21	\$3,959.93
TOTAL ADDITIVE ALTERNATE # 1 (Including Tax):					\$14,200.00	\$6,463.21	\$3,959.93
TOTAL BASE QUOTE & ADD ALTERNATE					\$28,400.00	\$11,156.86	\$11,167.65