CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, JANUARY 13, 2020

1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: December 23, 2019 Regular Meeting**

5. **COMMUNICATIONS:**
   - **A. From the Public:**
   - **B. From the Mayor:**
   - **C. From Staff or Employees:**

6. **COMMITTEE REPORTS:**
   - **A. Finance/Admin – Audit Report on Current Bills – January 13**
   - **B. Public Safety – January 7**
   - **C. Public Works – January 6**
   - **D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

7. **UNFINISHED BUSINESS: None**

8. **CONSENT AGENDA:**
   - **A. NPDES Permit Renewal Application Review (Public Works)**
   - **B. Contract for Tourism Services – Visit LC Valley (Finance/Admin)**

9. **NEW BUSINESS:**
   - **A. Appointment of Standing Committees & Outside Organization Representatives**
   - **B. WWTP Master Plan Update Consultant Selection Discussion (Public Works)**

10. **COUNCIL COMMENTS:**

11. **QUESTIONS FROM THE PRESS:**

12. **EXECUTIVE SESSION: None**

13. **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
December 23, 2019

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

STAFF: Chief Hastings, PWD Poole, Clerk Austin.

AGENDA CHANGES: Add Item D: Interlocal Agreement for EMS to Consent Agenda:

APPROVAL OF MINUTES: Minutes of the December 9, 2019 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: None

B. From Mayor: Mayor Lawrence advised that she attended a technical advisory meeting with Keller & Associates regarding the Bridge/2nd/Diagonal Interchange. There will be a meeting soon with the business stakeholders. On Saturday December 14th, she attended a ceremony at Vineland Cemetery with Reach Across. Wreaths were placed on the graves of veterans. Their mission is to remember, honor and teach. There were about 200 people there for the ceremony. On December 16th PWD Poole & Mayor Lawrence met with the Army Corps regarding dam breaching. There will be a public meeting on the dams with a workshop at Quality Inn on Jan 7th from 6-9pm. On December 19th she attended the Washington legislative send off. Local representatives were in attendance. One item of discussion was the legislation that Chief Baskett had talked about previously addressing the crossing of state lines for EMS services. The representatives said they would sponsor the bill. Mayor Lawrence commended Clerk/Treasurer Austin for his hard work complying with the State Audit after being given for only 6 days' notice.

C. From Staff or Employees: Clerk Austin advised Council that the 2019 Triennial State Audit had been completed and waiting for the final documents from the State Auditor's Office. He also advised that the City is preparing to go live with the State Business Licensing Services. This is set to begin in March 2020.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee discussed the consent agenda items, unfinished business items and reviewed and approved the bills for payment. Total expenditures for the December 23, 2019 period of $235,364.17. MOTION BY ANDREWS/EVANS to approve the bills as read. Motion Carried

Public Safety: Councilmember Larsen reported on the December 16th meeting. After touring the Whitcom Dispatch Center, located in Whitman County, both Chief Hastings and Chief Basket have written a letter detailing the crisis situation they have witnessed firsthand. At a 22-employee facility, there are currently 10 employees to handle our entire region of Whitman, Asotin, Garfield Counties and the cities of Clarkston, Asotin and Pullman. Current employees have faced, and continue to face mandatory overtime during extended periods of time. They are experiencing low morale due to unrelenting extra shifts and demands. A small excerpt from the letter includes, "Tired and over worked employees will miss critical radio traffic at some point. If communications are missed during a life-threatening event, the potential for a catastrophic failure is much higher, possibly resulting in the harm or death to one of our first responders." Both Chiefs will continue to monitor the situation and keep the Public Safety committee and Council informed. Chief Hastings also shared with us the success of the video doorbell app, "ring.com". When subscribed to ring.com, you are informed when a theft has occurred on the video doorbell in your area. The City of Clarkston Police Department is a subscriber so when a porch theft

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occurred, the Police Department was notified. The department reached out to the victim and the criminal was apprehended. According to the company of ring.com, although there have been some issues with hacking, they have easy fixes to make it virtually impossible to have your app hacked. There will be a DUI emphasis patrol again this year throughout the holidays. Please be safe and make sure you have your designated driver lined out for the evening. Chief Hastings also informed us that there will be an officer resigning but department is already looking to fill the position so there should be no interruption in service. Chief Baskett and the Mayor have been working on the job announcement for Chief Baskett's impending "retirement". There was a valley wide drill with over the course of a few days that took place at Clearwater Paper. All entities were very pleased with how well our mutual aid and jointing training has developed. Also, the Fire Department has been working on updating their Mission, Vision and Values statement. Even in draft form, it looks great!

Public Works: Councilmember Murray reported on the December 17th meeting. The committee discussed a review of 8th/Elm/Diagonal Street design alternatives. Scott Linga and Andrew Blanchard from Keller Associates presented 3 alternatives to reconfiguring the intersection, as well as the "due nothing" alternative. The intersection has the highest crash incident level along the Elm Street corridor. The discussion centered around the desired Level of Service (LOS) for Elm and whether the intersection could warrant a six-way stop, either with stop signs or with a signal. Analysis of LOS and stop warrants are due after the first of the year. The Committee discussed the National Pollution Discharge Elimination System (NPDES) permit. The existing NPDES permit expires in 2021. However, Washington Ecology wants a revised application by April 2020. Director Poole requested approximately $1,200 for a third-party review of the revised application. (Agenda item for next year.) There was an update on Bridge/Diagonal/2nd Street intersection. The first technical advisory meeting was last week. Options and design alternatives were reviewed. Public input is pending. For the next Christmas parade, Clarkston needs a revised traffic control plan. Due to unscheduled set-up for the first dancers, we now are considering staging floats, etc., to gain better coordination with all concerned. The new dumpsters have arrived. Consideration will need to be given as to whether replacing existing, privately owned dumpsters is a gift of city funds. The City Attorney will need to review and advise before going forward.

Outside Organizations: Councilmember Evans attended the PTBA meeting on December 11th. Three new vans were purchased, and two older buses were sold. The budget was approved with an increase in wages of 2.5% COLA and a 1.5% step increase for employees. There were 2022 less boarding this year than last November. It is believed that cold weather and a good economy is limiting ridership. It appears that people are buying cars instead of riding the bus.

UNFINISHED BUSINESS:

A. **Ordinance 1636, 2019 Budget Amendment, 2nd Reading (Finance/Admin)** MOTION BY LARSEN/PIERCE to adopt Ordinance. Motion Carried

B. **Ordinance 1637, Amend 2.24 Duties and Compensation, 2nd Reading (Finance/Admin)** MOTION BY HOLMAN/EVANS to adopt Ordinance. Motion Carried

C. **Ordinance 1638, 2020 Budget, 2nd Reading (Finance/Admin)** MOTION BY EVANS/LARSEN to adopt Ordinance. Motion Carried

CONSENT AGENDA: MOTION BY HOLMAN/MURRAY to approve consent items. Motion Carried

A. **Environmental Impact Statement on Columbia Snake River Operations (Finance/Admin)**
B. **Resolution 2019-24, Non-Represented Salaries (Finance/Admin)**
C. **2020 EMS Levy Certification (Finance/Admin)**
D. **Interlocal Agreement for Emergency Medical Services (Public Safety)**

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NEW BUSINESS:

A. Review of Livestock Ordinance (Finance/Admin) Clerk Austin advised Council that there have been requests from the public asking for clarification on the livestock ordinance as it pertains to goats. Councilmember Murray suggested that the Public Works Committee could research it further. Mayor Lawrence advised that if residents have goats, they are out of compliance with the State, as goats are not approved as a service animal. Councilmember Andrews asked if it could be handled like the chicken ordinance. She recommended that it be handled as a non-nuisance with rules setting limits of ownership. The Mayor advised that Council needs to determine if they want the City to be more urban or rural when considering allowing more animals in the city limits. Murray advised that Clarkston is not a large urban area, but larger cities like Seattle, Tacoma, etc. do allow for goats. Councilmember Evans asked if the Council could just take a yea or nay vote. PWD Poole advised that the current livestock ordinance was passed between 1902 and 1906. Only dogs and cats are allowed, all other animals are considered livestock. He advised that places like Walla Walla and Ellensburg have set the minimum lot size 10000-15000 square feet for goat ownership. However, most lots in the City are only 5000 square feet, making this a higher density than the Heights or Lewiston Orchards. PWD Poole advised that the Planning and Zoning Commission chose to keep the ordinance as it was for this reason. He advised that the State recognized only two service animals: dogs and miniature horses. The State doesn't make accommodations for comfort animals. Andrews asked Chief Hastings how hard it would be to enforce a limit of two goats in the City. Chief Hastings mentioned that it would be similar to when chickens were allowed. The overall effects are minimal. He advised that the problems with goats are noise, the tendency to escape a lot, and they destroy fences. The Mayor advised that when Council made the decision on bees and chickens, it took months to determine the outcome. It is not a fast process. Councilmember Larsen asked if the question goes to committee would Public Works be willing to take this on, as she does not feel that they should be allowed. Councilmember Pierce advised that after Public Works had discussed it, they saw no need to forward to Council as they did not feel that goats should be allowed in the City. Murray advised that the Planning Commission also did not want to allow goats, so there were two levels of review. Pierce advised that he did not feel that this needed to go forward asked for a consensus on whether to refer it to Committee or leave the ordinance as it is written. The consensus of Council was to leave the ordinance as written.

B. Administer Oath of Office: Monika Lawrence; Skate Pierce; Belinda Larsen; Melyssa Andrews; Steven Ebert. Clerk Austin administered the oath of office to newly elected officials.

COUNCIL COMMENTS: Councilmember Andrews thanked the public for support and the votes and wished all a Merry Christmas. Murray commented that if there were multiple residents that were wanting to have goats allowed, he may have been amenable to change, but didn't want to change for a singular benefit. Andrews agreed that if more were interested, it would be a easier decision.

PRESS QUESTIONS: None
EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 7:45pm.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 12/23/19	Ck # 69620-69698	$97,712.91
Payroll 12/20/19	Ck # 69612-69619	$137,651.26

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Public Safety Meeting 01-06-2020

Chief Hastings is advertising for the part-time evidence technician position and is still working on wording for the code enforcement job description. Jason Ewing's title will now be building inspector rather than code enforcement as to not confuse the two. The Code Enforcement officer will be a full-time position that will help the police department, fire department and public works department.

The department is also working on their web content for the soon to be refreshed City of Clarkston website.

Thursday, January 9th was National Law Enforcement Day. Although we should make our officers know we appreciate their efforts every day, January 9th is a day set aside to specifically say thank you.

Recently, there have been some questions and issues regarding the pop-up food pantries around the community. Although they are a great idea and truly show the heart of the community, they may not be as helpful as donating to the local Churches and other certified food pantry organizations. As people donate homemade goods or perishable items, these items may actually cause problems rather than be helpful.

Fire Chief Baskett informed us that the new cardiac monitors have arrived. Training on the monitors will take place the 8th, 9th and 10th. Also, the new SCBA's have arrived. In service training for these devices will take place on the 16th.

The Chief placed the surplus medic unit on an auction site and sold it for $5000. More than what he thought was possible.

The Chief and the Mayor wrote and have posted the Fire Chief position.

MINUTES/NOTES
CITY OF CLARKSTON PUBLIC WORKS COMMITTEE
January 7, 2020

PRESENT: Kevin Poole
Jason Ewing
John Murray
Steven Ebert
Mayor Monika Lawrence

1. Update of WWTP outfall easement
Surveys of the easement required for the newest WWTP outfall have been sent to the Department of Natural Resources. DNR will draw up easement documents.

2. WWTP Master Plan
A Master Plan for the Wastewater Treatment Plant was budgeted for 2020 in the amount of $120,000. Director Poole recommends Keller Engineering, as they did the original 2008 plan design work for the 2012 upgrade. Per Washington RCW, Clarkston has the ability to select Keller from the Asotin County consultants' roster. Agenda item.

3. Update on Bridge/Diagonal/2nd St. intersection
Consulting engineers, Keller Engineering, have met with stakeholders and provided analysis of construction alternatives.

4. Don't Drink and Drive memorial
A dedication of the Chuck Mingus "Don't Drink and Drive" memorial will be January 28, at 1:30 pm, corner of 6th Street and Chestnut Street.

5. Street Cut Ordinance final review
Revisions to the street cut ordinance are at the city attorney's for review.

6. Update on scan/file organization grant
A grant request will be made for organization of the plans file room. An ongoing endeavor by Public Works is to organize and scan all required files and plans.

7. Fats, Oils, and Grease (FOG) program update
As the WWTP is not licensed for industrial waste, the city must have an active plan to address fats, oil, and grease from restaurants and other generators. PW is asking the County Health Department to check for FOG logs when performing annual inspections.

ADDENDUM NO. 10
TO AGREEMENT FOR
Wastewater Treatment Plant Engineering Services

between
KELLER ASSOCIATES, INC.
and
CITY OF CLARKSTON, WA

KA Project # 209090-006

INTRODUCTION

This addendum modifies the Scope of Work and defines compensation for Engineering Services Provided during Design, and Construction between Keller Associates ("CONSULTANT") and the City of Clarkston, WA ("OWNER") under the original contract agreement dated September 16, 2009. Any conflicting provisions will be resolved in favor of this Addendum.

The OWNER was recently notified by the Department of Ecology ("Ecology"), in a letter dated November 19, 2019, that their NPDES Wastewater Discharge Permit WA0021113 is due to expire on April 30, 2021 and that a permit renewal application would need to be completed and submitted to Ecology on or before April 30, 2020. The OWNER is currently filling in the required application and has asked that CONSULANT provide a review of this application prior to OWNER's submission to Ecology.

The following scope and budget modifications are proposed to address the additional services required:

SCOPE OF WORK

Add *Task 1 as follows:*

Task 1: NPDES Permit Renewal Application Review

Consultant's Responsibilities

Provide a review of the draft EPA Application Form 2A (New and Existing Publicly Owned Treatment Works: NPDES Permitting Program). Sections to be reviewed include Section 1, Section 2, Section 3, Section 4 and Section 6 as well as Tables A through F (Section 5 was not required, per Ecology's letter to the City). Includes up to one review. If subsequent reviews are needed, an amendment to these services may be needed.

Owner's Responsibilities

Provide CONSULTANT with a complete copy of draft EPA Application Form 2A with the above sections and Tables filled out and any required attachments.

Schedule

Review services will be completed within 2 weeks of receiving a complete draft of the application.

Compensation

As compensation for services to be performed by CONSULTANT, the OWNER will pay CONSULTANT a lump sum amount of $1,200 (one thousand two hundred dollars). The total authorized budget amount shall not be exceeded without authorization from the OWNER.

FUTURE TASKS

The CONSULTANT will provide additional services as requested by the OWNER. These services will be completed on a separate lump sum basis with written authorization from the OWNER.

All other items of this agreement for engineering services dated September 16, 2009 and amended in previous addenda shall remain unchanged.

In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Addendum No. 10 to the Agreement on the respective dates indicated below.

OWNER: CITY OF CLARKSTON, WA	**CONSULTANT: KELLER ASSOCIATES, INC.**
By: _____	By: _____ Stillman Norton, P.E.
Title: _____	Title: Principal
Address: 829 5th Street Clarkston, WA 99403	733 5th Street, Suite A Clarkston, WA 99403
Date: _____	Date: 12/13/2019

CONTRACT FOR TOURISM SERVICES

THIS AGREEMENT entered into between the City of Clarkston, a municipal corporation in the State of Washington, hereinafter referred to as "City" and Visit Lewis-Clark Valley, a Washington nonprofit corporation, hereinafter referred to as "Visit L-C Valley".

WHEREAS, the City is desirous of advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion, and

WHEREAS, VISIT L-C VALLEY has the ability to furnish those services on behalf of the City,

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

I

That VISIT L-C VALLEY will provide the above-referenced services on behalf of the City during the year 2020.

II

That VISIT L-C VALLEY will hold the City of Clarkston harmless from any and all liability that may be incurred as a result of providing such services.

III

That in consideration of the performance of this contract, the City shall pay to VISIT L-C VALLEY a maximum of $95,000.00 to be used only for the above-referenced specific services, such funds derived from the special excise tax imposed under RCW 67.28, which outlines the limitations on the use of such funds. Payment to VISIT L-C VALLEY will be made on a reimbursement basis. VISIT L-C VALLEY shall provide copies of paid invoices to substantiate billings to the City of Clarkston.

IV

That the duration of this contract shall begin January 1, 2020 and run through December 31, 2020.

V

That VISIT L-C VALLEY shall make available to the City or its duly authorized representatives, at any time during business hours, all records, books and/or pertinent information which VISIT L-C VALLEY shall keep in conjunction with this contract in performance of the services required under this contract. Such records shall clearly

identify which expenditures were paid for from funds received from the City in accordance with this contract.

VI

That VISIT L-C VALLEY shall provide information necessary to meet all reporting required as adopted by the Joint Legislative Audit and Review Committee (JLARC).

DATED this _____ day of January 2020.

CITY OF CLARKSTON	VISIT LEWIS-CLARK VALLEY
_____	_____
Monika Lawrence, Mayor	Michelle Peters, Executive Director