

CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
MONDAY, OCTOBER 12, 2020

1. CALL TO ORDER: 7:00 P.M.
2. PLEDGE OF ALLEGIANCE:
3. AGENDA CHANGES:
4. APPROVAL OF MINUTES: September 28, 2020 Regular Meeting
  
5. COMMUNICATIONS:
  - A. From the Public: **Public Comment for this meeting must be submitted by email to: [saustin@clarkston-wa.com](mailto:saustin@clarkston-wa.com) or via website form at: [www.clarkston-wa.com](http://www.clarkston-wa.com) by 5pm on 10/12/20.**
  - B. From the Mayor:
  - C. From Staff or Employees:
  
6. COMMITTEE REPORTS:
  - A. Finance/Admin – Audit Report on Current Bills – October 12
  - B. Public Safety – October 5
  - C. Public Works – October 6
  - D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory
  
7. UNFINISHED BUSINESS:
  - A. WSDOT Discussion – Bridge/2nd/Diagonal Update (Public Works)
  - B. Amend Resolution 2020-06, EMS Levy Title (Finance/Admin)
  - C. Amend Resolution 2020-07, Surplus Fire Equipment Title (Finance/Admin)
  
8. CONSENT AGENDA:
  - A. Resolution 2020-13, Surplus Fire Equipment (Public Safety)
  - B. Asotin County Low Income Housing CARES Funding (Finance/Admin)
  
9. NEW BUSINESS:
  - A. Dept of Ecology Collection System Master Plan Study Loan Funding (Public Works)
  - B. WWTP Solar Project Grant Funding – Apollo Solutions (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.

**\*\*\*ATTENTION:** The Council meeting will be adhering to the Governor's Emergency Proclamations regarding meetings. This meeting will be held via telephone through Cisco WebEx. If you would like to join the meeting, please email your request to [saustin@clarkston-wa.com](mailto:saustin@clarkston-wa.com) or call 509-758-5541 by 5:00pm on Monday 10/12/20. \*\*\*

**CLARKSTON CITY COUNCIL MINUTES**  
**September 28, 2020**

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

STAFF: Chief Hastings, PWD Poole, Clerk Austin.

**AGENDA CHANGES:** None

**APPROVAL OF MINUTES:** Minutes of the September 14, 2020 Regular Meeting and the September 21, 2020 Special Meeting were approved as distributed.

**COMMUNICATIONS:**

A. **From the Public:** None

B. **From the Mayor:** None

C. **From Staff or Employees:** Chief Hastings announced that Officer Purcell was retiring after 35 years of working in Law Enforcement. He will be continuing employment with the City as the Code Enforcement/Animal Control Officer. PWD Poole advised Council that the CDBG Grant partnering with Habitat for Humanity had been approved for \$475,000. Council needs to approve the resolutions on the Consent Agenda to be able to accept these funds.

**COMMITTEE REPORTS:**

**Finance/Admin:** Total expenditures for the September 28, 2020 period of \$215,713.09. MOTION BY HOLMAN/MURRAY to approve the bills as read. Motion Carried

**Public Safety:** Mayor Lawrence advised that the Committee met on September 21, 2020. The minutes were included in the packet.

**Public Works:** Mayor Lawrence advised that the Committee met on September 22, 2020. The minutes were included in the packet.

**Outside Organizations:** Minutes were included in the packet for review.

**UNFINISHED BUSINESS:**

A. **Utility Late Fees Discussion**

Mayor Lawrence reminded Council that a six-month waiver of late fees was adopted earlier in the year. She advised that Council needed to determine if the waiver would end or be continued. Councilmember Larsen recommended extending the waiver for at least another month. Councilmember Pierce suggested extending the waiver to the end of the year, but at least extending it one more month. Councilmember Murray advised that the Finance Committee had discussed the issue and recommended to extend it to the end of the calendar year. Councilmember Evans agreed that it should be extended to the end of the year, then go from there. Councilmember Holman agreed to the end of the year extension. Councilmember Andrews agreed, as did Councilmember Ebert. Council consensus to extend to the waiver of utility late fees until the end of the year.

**CONSENT AGENDA:** MOTION BY ANDREWS/EVANS to approve the Consent Agenda. Motion Carried

- A. Resolution 2020-11, Greenhouse Gas Reduction (Public Works)
- B. Resolution 2020-12, Protection of Nonviolent Civil Rights Demonstration (Public Works)
- C. Residential Anti-Displacement and Relocation Assistance Plan (Public Works)
- D. STOP Grant Amendment, 2021 Funding (Public Safety)
- E. CARES Act Amendment, Funding Increase

**NEW BUSINESS:**

A. **COVID-19 Non-Profit Grant Program: Discussion and Action.** Mayor Lawrence presented Council with a program to provide grants to Clarkston Non-Profit Organizations. This program would use excess funding provided to the City from the CARES Act. Mayor Lawrence polled the Council to determine if they would be in favor of this program. All councilmembers advised in the affirmative. Councilmember Andrews asked about extending it to other businesses beyond non-profits. Mayor Lawrence advised that Asotin County has provided money to other businesses and confirmed the details with Commissioner Shinn. MOTION BY LARSEN/HOLMAN to approve the Program. Motion Carried.

**COUNCIL COMMENTS:** Councilmember Pierce asked PWD Poole and Attorney Richardson if they had received the email he sent regarding a residence on Seventh Street. Pierce advised he would like to set up time to talk with them on the issue.

**PRESS QUESTIONS:** Tribune reporter Kerri Sandaine confirmed that the City would provide \$50,000 in grants with \$5000 for each non-profit that qualified.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

Meeting adjourned at 7:20pm

\_\_\_\_\_  
Steve Austin, City Clerk

\_\_\_\_\_  
Monika Lawrence, Mayor

Total Fund Expenditures 9/28/20	Ck # 71213-71291	\$67,609.94
Payroll 9/18/20	Ck # 71201-71211	\$148,103.15

Public Safety October 5, 2020 4PM

In attendance:

Pat Holman

Russ Evans

Fire Chief Darren White

Absent:

Belinda Larsen

Police Chief Joel Hastings

Fire:

Chief White shared that they have completed the annual hose testing, 17 sections of fire hose failed and are no longer in service. Chief White recommends that these sections of hose be added to surplus and disposed of appropriately.

Chief White developed an assessment /recommendation / vision evaluation form to all fire department staff for feedback for future goals of the Clarkston Fire Department over the next five years of ideas, dreams and concerns.

Chief White and employees will develop a strategic five year plan.

Chief White shared that the fire department will have a re-evaluation from WISO sometime in March 2021 with the hope to try and raise our now level 5 department.

Police:

Chief Hastings was out of town for our meeting.

Public Works Committee Notes 10-6-2020

Attending: Russ Evans, Skate Pierce, John Murray and Kevin Poole

- 1) Update on Bridge/Diagonal/2nd. We're looking at a severe underfunding of the project. We have suspended all projects. While waiting for WSDOT to process our plan, the contract with Keller expired. We're appealing the decision with the Federal Highways. This discussion is long and complicated, and we feel it should be discussed with the full council. We're going to invite a representative from WSDOT to join our meeting and explain to the council why WSDOT is making this decision.
- 2) WWTP Master Plan Update. We have a recommendation for staffing at the WWTP. We have a recommendation for 1-2 additional staff. And we just hired someone to come close to the staffing recommendation. We're beginning work on the rate study now. We'll have a multi-year plan available to us upon completion.
- 3) 2020 Sidewalk Repair Project has moved on to 6th St. We're completing ADA ramps on intersections on 6th St.
- 4) We are going to submit a loan application to Ecology to complete the Collection System Master Plan. Based on our economic condition, half of the loan will be forgiven. It's basically a 50% match grant.
- 5) We reviewed a draft budget and recommend a 5% increase in both sewer and sanitation. With the cost increases across the economy, 5% is breaking even this year. Not putting anything in the reserves this year.
- 6) We also reviewed the budget requests for the 2021 budget. And reviewed projects that use TBD money.
- 7) We are being asked to do the NEPA process for the CDBG Housing Rehab Project. We're working out the details. Ideally we can put together a blanket NEPA study for all of our residential neighborhoods. This will save thousands of dollars that can go to improving homes. We need to draft a subrecipient agreement.
- 8) WWTP Solar Project We received the proposal from Apollo. Our out of pocket expenses will be \$93,660 with a simple payback in savings of just under 8 years.

**RESOLUTION NO. 2020-07-06**

**A RESOLUTION PLACING AN EXCESS PROPERTY TAX LEVY FOR AN AMBULANCE SERVICE OPERATED BY THE CITY OF CLARKSTON, ON THE BALLOT AT A SPECIAL ELECTION TO BE HELD ON NOVEMBER 3, 2020 IN CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE SAME DATE.**

**WHEREAS**, the City of Clarkston has established and operates an ambulance service providing emergency medical services and ambulance transport to the residents of the City of Clarkston; and

**WHEREAS**, the City portion of the cost of said Ambulance services for 2021 is anticipated to be \$788,167.00; and

**WHEREAS**, if the Ambulance is discontinued, the City will be unable to meet its obligations to IAFF #2299, a labor contract; and

**WHEREAS**, RCW 84.52.052 AUTHORIZES AN EXCESS PROPERTY TAX LEVY TO SUPPORT OBLIGATIONS OF CONTRACT AND FOR OTHER PURPOSES UPON VOTER APPROVAL; and

**WHEREAS**, the lack of emergency medical services care to the residents of the City of Clarkston constitutes an emergency dealing with health and welfare of the citizens of the City;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON IN REGULAR MEETING ASSEMBLED AS FOLLOWS:**

**SECTION 1.0**

That a special election is to be held in the City of Clarkston, State of Washington, on November 3, 2020, in conjunction with the state general election to be held on the same date. This election is for the purpose of submitting an excess levy proposition as authorized by RCW 84.52.052 in the amount of \$788,167.00 to the electors of said City for their approval or rejection, the proceeds thereof be placed in the Ambulance/EMS Fund of the City to be used for the maintenance and operation of the Ambulance Service.

**SECTION 2.0**

Proposition: Shall the City of Clarkston, Washington, authorize the County Commissioners of Asotin County to levy in the year 2021 as part of the ad valorem real property taxes to be collected for the City in 2021 the sum of \$788,167.00, which will require a rate of approximately \$1.60 per thousand dollars of assessed valuation of the aforesaid City based upon the assessment ratio of 100 percent of true and fair value. Said tax levy is to be in addition to the

maximum levy provided by law for such City. The proceeds thereof are to be placed in the Ambulance / EMS Fund to be used for the maintenance and operation of the Ambulance / Emergency Medical Services Unit, which shall be submitted to the electors of said City for their approval or rejection in the form of the following ballot title:

**CITY OF CLARKSTON, WASHINGTON  
EMERGENCY MEDICAL SERVICES EXCESS  
TAX LEVY**

**The City Council of the City of Clarkston, Washington, adopted Resolution No. 2020-06 concerning a proposition to finance emergency medical services. This proposition, if approved, would permit maintenance and operation of Ambulance / Emergency Medical Services through the levy of a special excess tax for collection in 2021 of \$788,167.00 requiring approximately \$1.60 per thousand dollars of assessed value (based on 100% of true and fair value). Should this proposition be approved?**

LEVY            YES .....

LEVY            NO .....

SECTION 3.0

The Clerk of the aforesaid City is hereby directed to immediately transmit to the Asotin County Auditor a copy of this Resolution duly signed and attested and upon receipt of which the Asotin County Auditor is hereby requested to concur in the finding of an emergency and to take all procedural steps necessary and as are required by law to the end that this proposition shall be submitted to the voters of said City.

DATED this 27th day of July, 2020.

\_\_\_\_\_  
Monika Lawrence, Mayor

Authenticated by:

\_\_\_\_\_  
Steve Austin, City Clerk

**RESOLUTION NO. 2020-06-07**

**A RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS  
AND AUTHORIZING DISPOSITION OF SAID PROPERTY.**

WHEREAS, RCW 35A.11.010 provides authorization for code cities to obtain and dispose of real and personal property; and

WHEREAS, RCW 63.32 authorizes the sale, transfer or exchange or destruction of obsolete or damaged property in the possession of the Fire department; and

WHEREAS, the Fire Department is in possession of obsolete or damaged property per the attached listing; and

WHEREAS, the City Council has deemed said property to be surplus and holding no value. Said property listed as surplus with no value should be disposed of in accordance with RCW 63.32;

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Clarkston, State of Washington, does hereby declare the aforementioned property to be surplus and authorizes the disposal of said property at the discretion of the Fire Chief.

DATED this 27th day of July, 2020.

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Monika Lawrence, Mayor

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Steve Austin, City Clerk

**RESOLUTION NO. 2020-13**

**A RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS  
AND AUTHORIZING DISPOSITION OF SAID PROPERTY.**

WHEREAS, RCW 35A.11.010 provides authorization for code cities to obtain and dispose of real and personal property; and

WHEREAS, RCW 63.32 authorizes the sale, transfer or exchange or destruction of obsolete or damaged property in the possession of the Fire department; and

WHEREAS, the Fire Department is in possession of obsolete or damaged property per the attached listing; and

WHEREAS, the City Council has deemed said property to be surplus and holding no value. Said property listed as surplus with no value should be disposed of in accordance with RCW 63.32;

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Clarkston, State of Washington, does hereby declare the aforementioned property to be surplus and authorizes the disposal of said property at the discretion of the Fire Chief.

DATED this 12th day of October, 2020.

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Monika Lawrence, Mayor

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Steve Austin, City Clerk

Surplus Master Hose List Clarkston Fire Dept. 09/08/2020

Hose #	Diam.	Length	Manufacture	Date of Manufacture	2020		Out Of Service	Useful Life Date
49	1.75"	50		N/A	6/02			
50	1.75"	50		N/A	6/02			
53	1.75"	50		N/A	6/02			
57	1.75"	50		N/A	Fail 5/28			
75	1.75"	50		06-1983				
24-18	1.75"	50	Key	08-2018	5/28	Failed	warranty	need to return
11-19	1.75"	50	Key	12-2018	5/28	Failed		
172	2.5"	50		N/A				
185	2.5"	50		N/A	Fail 5/28			
213	2.5"	50		10-1985	6/02			
216	2.5"	50			Fail 5/28			
5-11	5.0"	100	Angus	10-2010	Failed 7/20			
6-11	5.0"	100	Angus	10-2010	FAILED 6/2			
84-4	1.0"			N/A	5/27			
19	1.75"	50		10-1993			Failed	
84	1.75"	50		N/A			Failed	
200	2.5"	50		05-1984				

## Monika Lawrence

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**From:** Cynthia Tierney <CTierney@co.asotin.wa.us>  
**Sent:** Tuesday, October 6, 2020 3:40 PM  
**To:** Monika Lawrence  
**Cc:** bshinn@co.asotin.wa.us; cseubert@co.asotin.wa.us; cwhitman@co.asotin.wa.us  
**Subject:** CARES funding for low income residents

Hello Mayor Lawrence,

Per the message I left on your cell phone, Asotin County has the opportunity to receive consortium funding from Washington State Commerce in the amount of \$98,333.00 to provide assistance to low income residents of Asotin County who live in Asotin or Clarkston.

To receive this award, the Department of Commerce asks that an official from each city approve the funding that will pass through Asotin County via sub-recipient, Community Action Partnership.

Neither city will receive funding directly, nor have any responsibility to distribute or track any of the funding. All funds will be passed through Asotin County to sub-recipient Community Action Partnership. However, your written approval and that of an Asotin City official will constitute the consortium Commerce requires to award the funding.

If you were to respond to this email with your approval of the emergency funding for your cities, by Friday October 9, it would be greatly appreciated, as we make the final decision to accept the consortium dollars at the commissioner's meeting on Monday, October 12.

Thank you. Please let me know if you have questions or wish to discuss further. You may also contact any of the commissioners. Their contact information is listed on the Asotin County website, and they are cc'd herein.



Cynthia C. Tierney, M.Ed. Administration  
she/her/hers  
Community Services Director  
Asotin County Community Services  
549 5th Street, Suite A  
Clarkston, WA 99403  
[ctierney@co.asotin.wa.us](mailto:ctierney@co.asotin.wa.us)  
(509) 758-8349 office  
(208) 791-8557 cell  
(509) 758-6557 fax

***Mission: Enriching Individual Lives.***

***Vision: All people working, playing and learning in a community that values diversity before labels and strengths before barriers.***



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General Information

**Ecology Program**

Water Quality

**Overall Goal**

The City of Clarkston does not have any record of a General Sewer Plan for their collection system. Their primary goal is to have an up to date General Sewer Plan for their collection system. The City hopes to address the following additional goals with this project:

- Understanding Current Deficiencies. Evaluate existing collection system deficiencies and develop list of needs.
- Develop a CIP. A CIP will help map how the City should address deficiencies in their wastewater collection system.
- Investigate I/I. Obtain a better understanding of I/I concerns in the collection system.
- Update Utility Rates. Have a better understanding of what utility rate is needed to support existing O&M, proposed CIP projects, and future O&M.



**City of Clarkston – Solar Array WWTP**

The Department of Commerce has updated their criteria for what qualifies for Solar Grant funding in this next grant round. One of the biggest changes is the simple payback (total price / annual savings) before grant funding. In past grant rounds it needed to be under 100 years, and now it is under 50 years. With that, we need to be competitive and try to reduce costs across the board.

**Costs Before:**

- Total Project Cost - \$679,291
- TransAlta Grant Request - \$280,000
- Commerce Grant Request - \$272,000
- Clarkston Out of Pocket - \$127,291
- Guaranteed Savings - \$9,939
- Simple Payback – 12.8 years
- DOC Simple Payback Before Grants – 68.3 years

**Costs After:**

FIM Descriptions	Preliminary Range of Project Costs		Range of Annual Utility Savings		Potential Grant Impact	Loan and/or Capital Amount	
	Low	High	Low	High		Low	High
FIM-1 PV SOLAR Estimates	\$ 462,300	\$ 590,700	\$ 10,100	\$ 13,000	\$ 359,562	\$ 102,738	\$ 231,138
Estimate Totals:	\$ 462,300	\$ 590,700	\$ 10,100	\$ 13,000	\$ 359,562	\$ 102,738	\$ 231,138

~Payback (Years): before grant contribution and w/ raw-full savings value

~Payback (Years): after grant contribution, w/ raw-full savings value, and full project cost

45.61	13.68
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<b>\$513,660</b>	Cost
\$210,000	TransAlta Energy Technology Grant
\$210,000	DOC Solar Grant
\$93,660	Out of Pocket
7.80	Simple Payback