

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, OCTOBER 28, 2019**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES: October 14, 2019 Regular Meeting**

- 5. PUBLIC HEARING: 2020 Property Tax & Revenue**

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

- 7. COMMITTEE REPORTS:**
 - A. Finance/Admin – Audit Report on Current Bills – October 14**
 - B. Public Safety – No Meeting**
 - C. Public Works – October 8**
 - D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

- 8. UNFINISHED BUSINESS:**
 - A. Ordinance 1632, Zone Change – 917 Chestnut Street, 2nd Reading (Public Works)**

- 9. CONSENT AGENDA:**
 - A. Resolution 2019-19, Property Tax Levy (Finance/Admin)**
 - B. Resolution 2019-20, Surplus Ambulance (Public Safety)**
 - C. Resolution 2019-21, SCBA Order (Public Safety)**
 - D. Authorization to Sign Amendment to Owner-Consultant Agreement (Public Works)**
 - E. Authorization to Sign Agreement for Professional Services (Public Works)**

- 10. NEW BUSINESS: None**

- 11. COUNCIL COMMENTS:**

- 12. QUESTIONS FROM THE PRESS:**

- 13. EXECUTIVE SESSION: None**

- 14. 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.

Agenda, October 28, 2019

CLARKSTON CITY COUNCIL MINUTES
October 14, 2019

ROLL CALL: Skate Pierce, Pat Holman, Belinda Larsen, Russ Evans, Melyssa Andrews and John Murray. Joel Profitt Absent
STAFF: Chief Baskett, PWD Poole, Clerk Austin.

AGENDA CHANGES: None

APPROVAL OF MINUTES: Minutes of the September 23, 2019 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: Grant & Marita White, 727^{9th} Street

B. From Mayor: Mayor Lawrence thanked the Clarkston High School students that participated in the Day of Caring. She advised that the City would be reactivating the parks commission. Clarkston has the most parks in Asotin County. The City of Asotin has only one park. Most County residents use the parks in the City of Clarkston. The City is looking for volunteers to serve on the commission. Mayor Lawrence also advised that there were handouts on table in the lobby regarding the 2020 Census.

C. From Staff or Employees: Clerk Austin announced that there would be a Public Hearing regarding 2020 revenue sources at the next Council Meeting at 7:00pm on October 28, 2019.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee discussed the Resolution 2019-18, Authorization to sign purchase letter (Agenda Items) and reviewed and approved the bills for payment. Total expenditures for the September EOM period of \$72.07 and October 14, 2019 period of \$510,486.16. MOTION BY ANDREWS/EVANS to approve the bills as read. Motion Carried

Public Safety: No meeting

Public Works: Councilmember Pierce reported on the October 8th meeting. The Committee discussed purchase of dumpsters from Rule Steel of Caldwell, Idaho. So far this is the lowest known bid. There is also a bid opening on the 29th of October for the advertised bid process. The City received a request to remove the "no dogs" policy at Vernon Park. The request will be assigned to the soon to be formed Parks subcommittee. The agreement with Keller Associates to develop the preferred concept for the Bridge/Diagonal/2nd Street intersection was reviewed. The cost is \$91,620, and this has been budgeted for. PWD Poole provided an update on the Ecology Stormwater grant application. The application was sent on October 1, and the City was notified that the grant is being processed. Notification of award should be received mid-November. There is a request for a DUI memorial sign to be placed at 6th Street and Chestnut Street, where a Clarkston man was killed by a drunk driver. The requester would pay for the sign. The Committee recommends that a policy is adopted on the amount of time that they are kept up, possibly five years, unless the sign is renewed. PWD Poole is going to attend a Local Road Safety Plan Workshop on October 23rd. The Committee discussed some code enforcement issues. There are issues with lights being too bright from a business located adjacent to a residence. The City is also having trouble safely enforcing code issues and making sure that our process is tracked and enforceable. The City really needs to hire/assign someone who has the ability to write tickets and wear a body camera to enforce code violations. There is a vendor who is going to come in to look at our old paper records (permits and plans) and write a proposal for the cost to digitize them.

Outside Organizations: Councilmember Evans reported that the PTBA met October 9th, ridership was down 119 in September from last year, but is on pace to still outdo last year total riders. Councilmember

Larsen mentioned that a young man had gathered 1500 signature for extended hours for PTBA in Lewiston. He would also like Asotin County PTBA to extend hours also. Evans advised ge will submit the information to the PTBA Board.

UNFINISHED BUSINESS: None

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

- A. **Resolution 2019-18, Cardiac Monitor Purchase (Finance/Admin)**
- B. **Authorization to Sign Purchase Letter (Finance/Admin)**
- C. **Notice of Bid Award (Public Works)**
- D. **Authorization to Sign Local Agency Agreement (Public Works)**

NEW BUSINESS: None

COUNCIL COMMENTS: Councilmember Pierce commented on the request from the citizens regarding pygmy goats. He advised it might be something that the City could look at allowing. Councilmember Murray asked if they were different from regular goats. Councilmember Andrews advised that they had to be under 60 pounds. Councilmember Murray asked if an ordinance could be written to include the weight limitation. Pierce advised that in looking at major urban centers, none had the same regulations, and he would continue to research it to provide direction to Council. Evans advised that he toured Renaissance Marine Group on October 9th. RMG has 125 employees and a state-of-the-art facility. They manufacture Duckworth, Weldcraft and NorthWood boats. Evans wished RMG well on continued business success. Councilmember Andrews commented on the town hall meetings for building the new jail. She urged the public to attend the meetings, and to get informed. She advised that every question is answered, and it is important for the public to attend.

PRESS QUESTIONS: Lauren Kahl of KLEW asked for clarification on the revenue sources public hearing. Clerk Austin provided the information to her. She also requested more details on the PTBA signatures that were collected. Councilmember Larsen provided clarification, Kahl also asked for information on the business lighting ordinance. Councilmember Pierce and PWD Poole clarified this information. She also requested information the Road Safety Workshop and Parks Commission. PWD Poole provided the information to Kahl.

EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 7:34pm.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 10/14/19	Ck # 69197-69270	\$188,796.55
September EOM		\$72.07
Payroll 10/5/19	Ck # 69163-63196	\$321,689.61

**PUBLIC HEARING
2020 BUDGET – REVENUE SOURCES
CURRENT EXPENSE FUND**

REVENUE SOURCE	2019 ESTIMATED REVENUE	2020 ESTIMATED REVENUE
Property Taxes	513,550	518,685
Sales Tax	1,750,000	1,750,000
Business Taxes	790,000	795,000
Excise, Gambling Taxes	55,000	55,000
Licenses & Permits	150,000	150,000
Grants	50,000	38,000
State Entitlements	261,500	270,000
Intergovernmental	100,000	100,000
Charges for Goods & Services	800	800
Fines	65,000	65,000
Miscellaneous (includes interest)	21,000	21,000
Total Actual Revenues	3,756,850	3,763,485

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 held stable compared to 2018-2019. I have projected no change for 2020 over 2019 projections due to economic indicators of stability and an increase in online shopping.
- Business taxes include utility or B & O taxes on gas, electricity and phones. Avista has requested a rate increase to take effect in April 2020. They are the largest generator of this revenue. It can take up to 11 months for the increase to be approved, so I have only adjusted the projection slightly. If we choose to begin collecting the 6% Water Utility Tax, this would increase approximately \$60,000 in addition.
- Gambling Taxes are projected remain steady compared to 2019. 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 projected to remain stable. Business license rates were increased for 2018. It is difficult to predict construction for 2020, so I am being a little conservative with new business projections.
- Grant revenue is being reduced for 2020. We will receive many of the same grants as in 2019, such as the Narcotics Assistance program and the Domestic Violence program. In 2019 we also received the Organizing the file room grant.
- State Entitlements are anticipated to remain steady for 2020. 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 should be close to projections on marijuana tax revenue from 2019. Since the formula changed for fiscal Year 2017-2018, we do not know what this will bring for 2020.
- Intergovernmental revenue is not anticipated to change significantly.
- Court revenues are expected to be similar to 2019. There has been a general decrease from 2017, 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 reached around 2.5% but has been declining for the last few months, it should remain steady with 2018. The majority of our funds are invested in other instruments earning 1% to 2.5%.

Public Safety Meeting 10-21-2019

Chief Hastings reported to us that in light of the recent shooting of a Tribal Police Officer in the Orchards, community citizen Jeremy Burt has made a generous donation to the Clarkston Police Department to install doorbell "nest" cameras at every officer's home. Had the Officer in the Orchards had one available to him at his home, there might have been a different outcome. The City of Clarkston Council and Police Department very much appreciate Mr. Burt's donation. And thanks also to Inland Cellular for working with us on equipment and installation.

Chief Baskett has met with and reviewed hospital reporting of incidents with patients to help ensure the safety of Fire and EMS responders.

There is a resolution on the agenda to sell our 2002 Ford Ambulance.

We have received a \$211,000 grant to replace the SCBA's for the Fire Department. The grant money will allow the department to replace 25 SCBAs along with 50 air cylinders and 33 face pieces. As they take a few months to receive after ordering, Chief has asked that he order them now even though they will be coming out of next year's budget. There is a resolution on the agenda to order the SCBAs.

Chief Baskett would also like to ask Civil Service to update their list of EMT and Firefighter candidates.

Public Safety Awareness month was very successful within the Fire Department. The Firefighter's met with schools, provided posters and contests. Kids always love to see the firefighters!

Public Works Committee Notes 10/22/19
Attending

1. We recommend we have Keller and Assoc. do an analysis of the traffic impact analysis for the new Dialysis Clinic at Tri-State Memorial Hospital. It will cost \$2100 to have them do that.
2. We also recommend that the council approve the mayor to sign the contract for Analysis and Design of the intersection of 8th, Elm and Diagonal. There have been at least 24 accidents at that intersection in the last 4 years. We'll get the design going so that we score higher on grant applications for this work. Director Poole will be attending a seminar for Local Road Safety Plans. The information at this seminar should also help us with grant applications.
3. Billboard on Confluence Way. WashDOT has rules against a digital billboard on their right of way. We're going to have to reject the current proposals. And now we have to draft a new contract for a static billboard and then request proposals for that.
4. We discussed a proposed rate increase in our sanitation fees. For years we have failed to charge for yard waste composting and the rental/use of the bins for both garbage and yard waste. We need to start charging for these services. Yard waste bin rental and pickup is not required. The way we've been operating, we have very little opportunity to capitalize and replace equipment. The sanitation department does an amazing job working with our aging fleet. Our newest garbage truck is 8 years old.

We need to recoup our costs. The city has failed to keep up with costs and inflation. We've been providing services at a loss for far too long.

5. The negotiations with PUD was an eye opening experience. We need to improve our stewardship of the Wastewater Treatment Plant. We have failed to invest into our reserves to regularly maintain and replace equipment. Half of our reserve accounts are tied to bonds and are untouchable by the city. We've just been operating from emergency to emergency. The council has had this discussion, and should understand the need to improve our reserves for future projects. Along with a regular rate increase, we need to update the WWTP Master Plan, and do a rate study. PUD pays for 33% of the WWTP maintenance and operations. It's likely that they input far more than that into the WWTP. The rate study would help us figure out if we need to balance their rate so that they're paying a fair share. Our customers have been unnecessarily bearing the burden of the lower rate to PUD for years.
6. We had a discussion on our livestock/animal ordinance. This discussion will need to be continued. We discussed other municipal ordinances in Washington. Spokane has some good language. We recommend that P&Z look at this and give us a recommendation on this.
7. We have an issue with a large backlog of historical records that the city is required to have. Public Works has obtained a bid to help rectify this problem. They have a request that we approve \$1250 to digitize the most problematic records as a test run. If that goes well, we could apply for grants to do the rest. We anticipate adding this into the 2020 budget.
8. We've had a large influx in requests for new commercial building permits, and a couple new residential building permits. This is good news for growth and revenue generation.

ORDINANCE NO. 1632

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 July 1, 2019 to consider a request from Father Richard Root and Holy Family Catholic Church on Zoning Map Change Application No. ZC-2019-03 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 Medium Density Residential (R-2) to Neighborhood Commercial (NC) zoning designation:

A parcel of land, comprised of Lot 2, Block 2, South Clarkston, Asotin County, Washington, located in the South half (1/2) of Section 21, Township 11 North, Range 46 East, Willamette Meridian, City of Clarkston, County of Asotin, State of Washington, according to the recorded plat thereof.

Property is commonly referred to as 917 Chestnut Street.

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 _____, 2019.

Monika Lawrence, Mayor

ATTEST BY:

Steve Austin, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

RESOLUTION NO. 2019-19

A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, SETTING THE PROPERTY TAX LEVY FOR 2020.

WHEREAS, the City Council of the City of Clarkston has met and considered its budget for the calendar year 2020; and

WHEREAS, the City Council of the City of Clarkston after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Clarkston Taxing District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the district and in its best interest; now, therefore,

BE IT HEREBY RESOLVED by the City Council of the City of Clarkston, Washington, that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, is hereby authorized for the 2020 levy in the amount of \$10,145, which is a percentage increase of one (1) percent from the previous year.

Further, that the voters approved an excess levy for EMS of \$685,766 for the 2019 tax year.

Adopted this 28th day of October, 2019.

Monika Lawrence, Mayor

ATTEST:

Steve Austin, City Clerk

RESOLUTION NO. 2019-20

**A RESOLUTION DECLARING A 2002 FORD E450EXT WHEEL COACH
AMBULANCE SURPLUS AND AUTHORIZING DISPOSITION OF SAID
PROPERTY.**

WHEREAS, the City of Clarkston is the legal owner of the following property:

2002 Ford E450EXT Wheel Coach Ambulance
Vin# 1FDXE4512 HB28798,
Mileage 154,720 & hours 6873

WHEREAS, the Fire Chief has determined the City has no further need for this vehicle;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Clarkston, State of Washington, does hereby declare the listed equipment surplus and authorizes disposal as follows:

The Fire Chief is authorized to advertise the vehicle for sale and sell for fair market value. If the vehicle is not sold the Fire Chief may dispose of it as he sees fit.

DATED this 28th day of October, 2019

Monika Lawrence, Mayor

ATTEST:

Steve Austin, City Clerk

RESOLUTION NO. 2019-21

A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, AUTHORIZING THE PURCHASE OF NEW SELF-CONTAINED BREATHING APPARATUS (SCBA).

WHEREAS, the City of Clarkston recognizes the importance of employee safety with automatic and mutual aid partners during emergency events; and

WHEREAS, the City's has submitted and received a federal grant for the fire department's SCBAs with new currently NFPA approved SCBAs; and

WHEREAS, the federal grant clearly identifies the fire department's need for interoperability of face pieces, packs, bottles and rapid intervention team equipment with the city's automatic and mutual aid partners; and

WHEREAS, the Fire Department's automatic aid and mutual aid partners currently use MSA G1 series SCBAs; and

WHEREAS, the Fire Department's current SCBA inventory has depleted to 14 working units with no available parts for repair; and

WHEREAS, the City is an active member of the cooperative National Purchasing Partners Fire Rescue Group (#M5695314); and

WHEREAS, the City has a signed inter-local agreement with the NPP allowing the City to reciprocally utilize competitively solicited vendor contracts; and

WHEREAS, the MSA Corporation has a current purchasing agreement with National Purchasing Partners Fire Rescue Group; and

WHEREAS, LN Curtis Northwest Division is the only recognized dealer of MSA for this region and a National Purchasing Partners Fire Rescue Group vender; and

WHEREAS, the City has budgeted the necessary funds in 2020 to purchase the new SCBAs; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston, Washington, as follows:

- 1) The Fire Department is authorized to order 25 new SCBA packs, 50 air cylinders, 33 face pieces, and RIT bags with all necessary support equipment from LN Curtis.
- 2) At a price per referenced quote #132687 of \$201,477.35

DATED this 28th day of October, 2019.

Monika Lawrence, Mayor

ATTEST:

Steve Austin, City Clerk

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 1

Background Data:

Effective Date of Owner-Consultant Agreement: February 13, 2018
Effective Date of this Amendment: October 17, 2019
Owner: City of Clarkston, Washington
Consultant: Keller Associates, Inc.
Project: Traffic Impact Analysis Review Services – Tri State Hospital
KA # 218035-001

Nature of Amendment:

This amendment modifies the original scope of services to include review of an additional Traffic Impact Analysis.

Description of Modifications:

Consultant will provide the following Additional Services: a cursory review of the Tri-State Memorial Hospital Nephrology/Dialysis Clinic Traffic Impact Analysis dated October 15, 2019 and submitted to the City of Clarkston. This review will focus primarily on the methods and findings, while assuming the TIA calculations and numerical results have been computed correctly. Consultant will not re-run traffic calculations, models, or error-check computational results. Comments will be prepared in technical memorandum format and e-mailed to the City upon completion of cursory review.

Compensation Summary:

Task	Billing Basis	Original Agreement	Prior Amendments	This Amendment	Total
Task 1: Clarkston Walmart	LS	\$2,100			\$2,100
Task 2: Tri-State Memorial Hospital Nephrology/Dialysis Clinic	LS			\$2,100	\$2,100
Total					\$4,200

Schedule:

Additional Services will be completed by October 31, 2019

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF CLARKSTON

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____
Name: _____
Title: _____
Address: _____
Telephone: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Address: _____
Telephone: _____
Date: _____

AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement effective as of _____ (“Effective Date”) between the **City of Clarkston** (“Owner”) and **Keller Associates, Inc.** (“Consultant”).

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: **8th, Elm, and Diagonal Street Intersection Analysis and Design** (“Project”).

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

SCOPE: Consultant’s services under this Agreement are generally identified as described in **Attachment A**.

SCHEDULE: The Agreement shall commence on the above written date.

COMPENSATION:

Basic Services. As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of **\$71,900 (seventy-one thousand nine hundred dollars)** as described in **Attachment A**. Execution of this agreement will initially authorize the Consultant to proceed with Tasks 1, 2, and 5 as outlined in Attachment A. Written authorization from the Owner must be received by the Consultant prior to beginning any work on Tasks 3 and 4.

Additional Services. Compensation for performing Additional Services will be pursuant to a mutually agreed upon amendment to this Agreement.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written. Owner further acknowledges that it has reviewed and accepted the attached Standard Terms and Conditions.

OWNER: CITY OF CLARKSTON

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____
Name: _____
Title: _____
Address: 829 5th Street
Clarkston, WA 99403
Telephone: (509) 758-5541
Date: _____

Signature: _____
Name: Nathan Cleaver
Title: Principal
Address: 131 SW 5th Ave, Ste. A
Meridian, ID 83642
Telephone: (208) 288-1992
Date: _____