

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, MARCH 23, 2020**

1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: March 9, 2020 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 – March 23**
 - B. **Public Safety – March 16**
 - C. **Public Works – March 19**
 - D. **Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

7. **UNFINISHED BUSINESS:**
 - A. **Bridge/2nd/Diagonal - Request for Additional Funding from MPO (Public Works)**
 - B. **Discussion on Elm/8th Diagonal – Design Recommendation (Public Works)**

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

9. **NEW BUSINESS:**
 - A. **Adoption of HSIP Safety Plan (Public Works)**
 - B. **Mayoral Proclamation of Civil Emergency**

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 meeting size and social distancing. All attendees will be screened before entry and attendance will be capped at no more than 50 attendees. *****

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

CLARKSTON CITY COUNCIL MINUTES
March 9, 2020

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

STAFF: Chief Hastings, Chief White, Clerk Austin.

AGENDA CHANGES: Add Item A to New Business: Authorization for Mayor to send letter to the Department of Revenue and state legislators.

APPROVAL OF MINUTES: Minutes of the February 24, 2020 Regular Meeting were approved as distributed.

Oath of Office: Fire Chief Darren White. Mayor Lawrence introduced Darren White as our new Fire Chief/EMS Director. Mayor Lawrence administered the oath and badge pinning of the new Chief by his family.

COMMUNICATIONS:

A. From the Public: Malick Prior, Four Horses Apartments, Lewiston
Beau Tanner, 600 10th Street
Chip Wahlberg, Twin River Physical Therapy

B. From the Mayor: Mayor Lawrence announced Census 2020 kickoff on Thursday March 19, 5:30-7:30 at Holy Family Parish Center with Pizza provided. Census takers will be available to answer questions. The City of Asotin and the County will also have kickoff meetings on the same date. Flyers are available on the table in the lobby. She also advised department heads have been meeting on the Corona Virus to develop contingency plans for the City. She suggested that citizens go to DOH website link (doh.wa.gov) for information on the Corona Virus. There is an information sheet in the lobby. Mayor Lawrence also advised that she attended a Women's Leadership conference last Friday.

C. From Staff or Employees: None

Visit LC Valley Presentation: Michelle Peters. Director Peters gave an update on tourism and growth in Clarkston and the valley. She reported on the new Best Western hotel being built with 84 rooms. She also advised on an update of Quality Inn changing to Holiday Inn. Lodging tax revenue in Clarkston for 2019 was down about 5% from 2018. January 2020 has seen an increase in Lodging Tax over last year. She provided information on the lodging tax revenue over the past few years. She said that she anticipates an increase of visitors this summer. At this time, there is no indication of canceling of the river cruise boats. The first cruise begins April 8, 2020. Director Peters presented the new Visitor Guide for LC Valley. The highlights include an article on the local wine industry. The guide is produced with VLCV advertising dollars and support from area business. She discussed the options of having an assessment completed that would focus on the downtown areas of the cities for the local stakeholders to address increasing tourism. She also provided an update on recent legislation that deals with tourism promotion areas. Councilmember Andrews asked if the visitor guide could be expanded to promote a larger area. Peters advised it was primarily focused on the local tourism, but focused on a "cloverleaf" approach that would increase interest in the surrounding areas.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee reviewed and approved the bills for payment. Total expenditures for the March 9, 2020 period of \$472,349.11. MOTION BY ANDREWS/EVANS to approve the bills as read. Motion Carried

Public Safety: Councilmember Evans reported on the March 2nd meeting. Chief Hastings informed us that we are getting ready to order a new patrol car. After all the necessary options and technology is installed the quote was around \$39,000.00. If everything goes according to schedule, we should get it in June or July. The Eligibility list for new officers should be out soon. The department will be sent a Lateral list of the top 3 candidates. This Lateral list is made up of applicants who have already completed the police academy. Choosing from this list saves the city about \$60,000.00. compared to an entry level candidate who need to attend the 5-month Police academy. Testing will start in April. The department has hired an Evidence Tech and she should start sometime in the middle of March. Governor Inslee has declared the State of Washington in a state of emergency. Several people have already been quarantined in the Kirkland hospital because of the Corona-virus. Chief Hastings has the Police department stocked up on supplies such as disinfectant, rubber gloves, antiseptic wipes and so on. Many of these items are in short supply or out of stock in local retail stores. The police department has a communicable disease policy in place and has received additional information specific to the Corona-virus from the Washington State Department of Health that will assist in evaluating plans and approaches to performing their duties. The police department has also received prevention and treatment guidance that can be shared with the public. Chief Hastings and Sheriff Hildebrand will be meeting this week to discuss a plan to share resources should personnel be quarantined. Alive after 5 will be on June 11th and July 9th this year. It was mentioned that the 4th of July this year will be the first year the new fireworks restrictions will take place. Chief Hastings informed us that this first year especially will be an educating year for the public.

Public Works: Councilmember Pierce reported on the March 3rd meeting. The committee discussed an update on the Bridge/Diagonal/2nd Street design project. PWD Poole is reviewing the Scope and Fee for the design. Review and recommendation from this committee will occur at the next PWC meeting. There is an open house this week concerning the 8th/Elm/Diagonal intersection options. It will be on 3/5/2020 in the council chambers from 6pm-8pm. PWD Poole submitted a grant application in to WCIA for the Demo of the Billboard on Confluence Way. A new application request was received to purchase the billboard. The Committee discussed the WWTP forklift purchase. A sole source resolution and budget amendment should be on our agenda for the upcoming council meeting. Our current forklift is becoming obsolete. The department budgeted for \$10,000 but are unable to find anything that meets our criteria for less than that. HSIP Safety Plan is ready for adoption by the council. It will be presented to the council at the second meeting of the month. The Regional Recycling meeting was last week. Representatives from local municipalities and universities attended. The feeling is that the region produces enough recycling material to justify a Mini-MERF, which processes recycling. The involved parties are going to collect their local quantity numbers and put them together to get a better idea of what the region produces as far as recyclable materials. Anything we can do to extend the life of the landfill has the potential of saving us hundreds of dollars per ton in post-closure costs. The City has a small property, south of the hospital that extends the city limits across Fleshman Way. We tried to de-annex the property but were unable to do so. PWD Poole gave an update on the IPMC new landlord policy. There have been two issues this week that fell under our new policy. The policy made these issues much more manageable for the city.

Outside Organizations: Councilmember Evans advised PTBA will meet on Wednesday. He reported that there were 347 more riders this February over last year.

UNFINISHED BUSINESS:

A. Ordinance 1639, Code Enforcement Officer – 2nd Reading (Finance/Admin) MOTION BY PIERCE/MURRAY to approve Ordinance. Chief Hastings explained the Ordinance modifies the code so that the police could handle nuisance code enforcement. Atty Richardson advised that this update makes the process better, speeds it up, and provides better results. Motion Carried.

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

- A. Special Event Permit/Street Closure – Alive after Five (Public Safety)**
- B. Authorization for Police Vehicle Purchase (Public Safety)**
- C. Resolution 2020-02, WWTP Sole Source Forklift (Public Works)**

NEW BUSINESS:

A. Authorization for Mayor to compose and send letter regarding to Department of Revenue and elected Legislators. MOTION BY PIERCE/LARSEN to authorize the letter. MOTION TO AMEND to include the TSMH Board by ANDREWS/EVANS. Amendment carried. Motion carried.

COUNCIL COMMENTS: Councilmember Murray commented that PUD did a very poor job of filling in the asphalt cuts on Libby. Councilmember Evans advised that the issue will be fixed in two weeks. Councilmember Larsen commented that it was like driving in Spokane. Councilmember Andrews welcomed Chief Darren White, and thanked students in attendance. Councilmember Larsen advised that she attended the COVID 19 update. One main concern is that if anyone has symptoms the suggestion is that they do not go to the clinic or ER. Instead, call first so that everyone does not get infected by being in proximity. This limits disease transmission.

PRESS QUESTIONS: Lauren Kahl with KLEW asked Atty Richardson for clarification regarding the TSMH exemption and local taxpayers.

EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 7:50PM.

Steve Austin, City Clerk

Monika Lawrence, Mayor

| | | |
|--------------------------------|------------------|--------------|
| Total Fund Expenditures 3/9/20 | Ck # 70154-70230 | \$160,580.64 |
| Payroll 3/5/20 | Ck # 70123-70153 | \$311,768.47 |

Public Safety Meeting 03/16/2020

Both Fire and Police Chiefs White and Hastings, debriefed us on the current efforts to protect their staff from COVID-19. This includes personal protective equipment (PPE) such as masks, switching from the N95 to the safe and reusable “painters” type of masks. PPE is first distributed to hospitals, then 1st responders. The gloves, gowns, masks, etc., are carefully monitored but due to the lack of these essential tools, Tri State has had to limit some medical procedures.

Brady Woodbury of the Asotin County Health Department continues to update and keep the City informed of the virus.

Chiefs met with Asotin County Sheriff, John Hilderbrand, about managing staff if either departments are exposed to the virus and we reach crisis mode.

Chief Hastings stated that he had received a report from the Kirkland Police Department with a “lessons learned” guide.

New protocol has been put in place to limit exposure to staff and inmates at the jail.

Other updates – the Whitcom Dispatch Center remains in crisis mode. This is bad news considering what our first responders are currently responding to.

Kudos to the CPD for the swift and conclusive end to a potential threat at Clarkston High School. Protocol followed made for a smooth operation to what could have been a very dangerous situation.

Chief White sent out an inner department memo to staff to remind them all of protocol to prevent the virus from entering the station house. For the time being, they will not be performing blood pressure checks or attending kids’ events. The doors will remain locked to the public until otherwise notified.

City Hall doors are also locked to the public. You can always reach staff by phone, pay your bill online or drop it off in the drop box located out back of City Hall.

A quick update on the jail – there will be a meeting to review proposals to select an architect.

Public Works Committee Notes

3-19-2020

Attending: Russ Evans, Jason Ewing, Steve Austin, Monika Lawrence, Skate Pierce and Kevin Poole

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



Lewis-Clark Valley Metropolitan Planning Organization

PO Box 759 – Asotin WA – 99402
Telephone 208-298-1345 Fax 208-298-1339
e-mail: director@lewisclarkmpo.org

March 16, 2020

City of Clarkston
Kevin Poole, Public Works Director
829 5th Street
Clarkston, WA 99403

RE: Bridge St./Diagonal St./2nd St. Intersection – Request for Additional Funding

Dear Kevin,

At the March 12, 2020 meeting of the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) Policy Board, the City of Clarkston's request for additional funding for the Bridge St./Diagonal St./2nd St. Intersection was approved as follows:

| | |
|---------------------------------|---|
| Previous Federal Funds Awarded: | \$142,000 (STP) |
| Additional Funding Requested: | \$62,000 |
| Funds Awarded: | \$54,279 Highway Infrastructure Program (HIP) |
| | \$8,000 STP |

Please work with the Local Programs office to obligate these funds as soon as possible.
Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon", with a long horizontal flourish extending to the right.

Shannon Grow, Director
Lewis Clark Valley Metropolitan Planning Organization

On the Road to the Future!

Member Agencies: *City of Asotin, WA, City of Clarkston, WA, City of Lewiston, ID
Asotin County, WA, Nez Perce County, ID*



COST ESTIMATE

CLARKSTON 8TH, ELM & DIAGONAL STREET INTERSECTION

ALTERNATIVE 4 - COMPACT PEANUT ROUNDABOUT

Opinion of Probable Cost (Major Items)

| WSDOT Item # | Item Description | Approx. Quantity | Unit | Unit Price | Bid Price |
|--|---|------------------|------|--------------|------------------|
| 0001 | MOBILIZATION | 10% | LS | \$ 53,800 | \$53,800 |
| 0080 | REMOVING BITUMINOUS PAVEMENT | 3,200 | SY | \$ 4.00 | \$12,800 |
| 0100 | REMOVING CEMENT CONC. SIDEWALK | 150 | SY | \$ 15.00 | \$2,250 |
| 0110 | REMOVING CEMENT CONC. CURB & GUTTER | 1,100 | LF | \$ 6.00 | \$6,600 |
| 0310 | ROADWAY EXCAVATION INCL HAUL | 1,450 | CY | \$ 15.00 | \$21,750 |
| 3080 | ADJUST MANHOLE | 2 | EA | \$ 900.00 | \$1,800 |
| 5095 | CRUSHED SURFACING BASE COURSE | 720 | CY | \$ 38.00 | \$27,360 |
| 5115 | CRUSHED SURFACING TOP COURSE | 575 | CY | \$ 40.00 | \$23,000 |
| 312 | HMA CL. 1/2 IN. PG 64-28 | 380 | TON | \$ 120.00 | \$45,600 |
| 6243 | ADJUST VALVE BOX | 6 | EA | \$ 850.00 | \$5,100 |
| 6490 | EROSION/WATER POLLUTION CONTROL | 1 | LS | \$ 7,500.00 | \$7,500 |
| 6700 | CEMENT CONC. TRAFFIC CURB & GUTTER | 1,100 | LF | \$ 35.00 | \$38,500 |
| 6702 | MOUNTABLE CEMENT CONC. TRAFFIC CURB | 825 | LF | \$ 45.00 | \$37,125 |
| 6709 | ROUNDABOUT TRUCK APRON CEM. CONC CURB & GUTTER | 360 | LF | \$ 35.00 | \$12,600 |
| 6833 | PLASTIC TRAFFIC ARROW | 12 | EA | \$ 150.00 | \$1,800 |
| 6857 | PLASTIC CROSSWALK LINE | 650 | SF | \$ 7.00 | \$4,550 |
| 6890 | PERMANENT SIGNING | 20 | EA | \$ 500 | \$10,000 |
| 6971 | PROJECT TEMPORARY TRAFFIC CONTROL | 1 | LS | \$ 17,500.00 | \$17,500 |
| 6980 | FLAGGERS AND SPOTTERS | 75 | HR | \$ 50.00 | \$3,750 |
| 6982 | CONSTRUCTION SIGNS CLASS A | 320 | SF | \$ 7.00 | \$2,240 |
| 6992 | OTHER TRAFFIC CONTROL LABOR (MAINTENANCE) | 120 | HR | \$ 40.00 | \$4,800 |
| 7038 | ROADWAY SURVEYING | 1 | LS | \$ 10,000 | \$10,000 |
| 7055 | CEMENT CONCRETE SIDEWALK | 150 | SY | \$ 55.00 | \$8,250 |
| 7058 | CEMENT CONC. CURB RAMP TYPE A | 18 | EA | \$ 4,000 | \$72,000 |
| SP | STORM DRAINAGE MODIFICATIONS | 1 | LS | \$ 20,000 | \$20,000 |
| SP | LANDSCAPING | 1 | LS | \$ 5,000.00 | \$5,000 |
| SP | STAMPED CONCRETE (CENTER ISLAND) / BRICK PAVERS | 675 | SY | \$ 120.00 | \$81,000 |
| SP | RIGHT OF WAY PURCHASE | 1,000 | SF | \$ 55.00 | \$55,000 |
| CONSTRUCTION SUBTOTAL (Rounded up to the nearest \$1,000) | | | | | \$592,000 |
| ENVIRONMENTAL | | 1 | LS | \$ 30,000 | \$ 30,000 |
| CONSTRUCTION CONTINGENCY, CE&I | | 35% | LS | \$ 207,200 | \$ 207,200 |
| TOTAL (Rounded up to the nearest \$1,000) | | | | | \$830,000 |

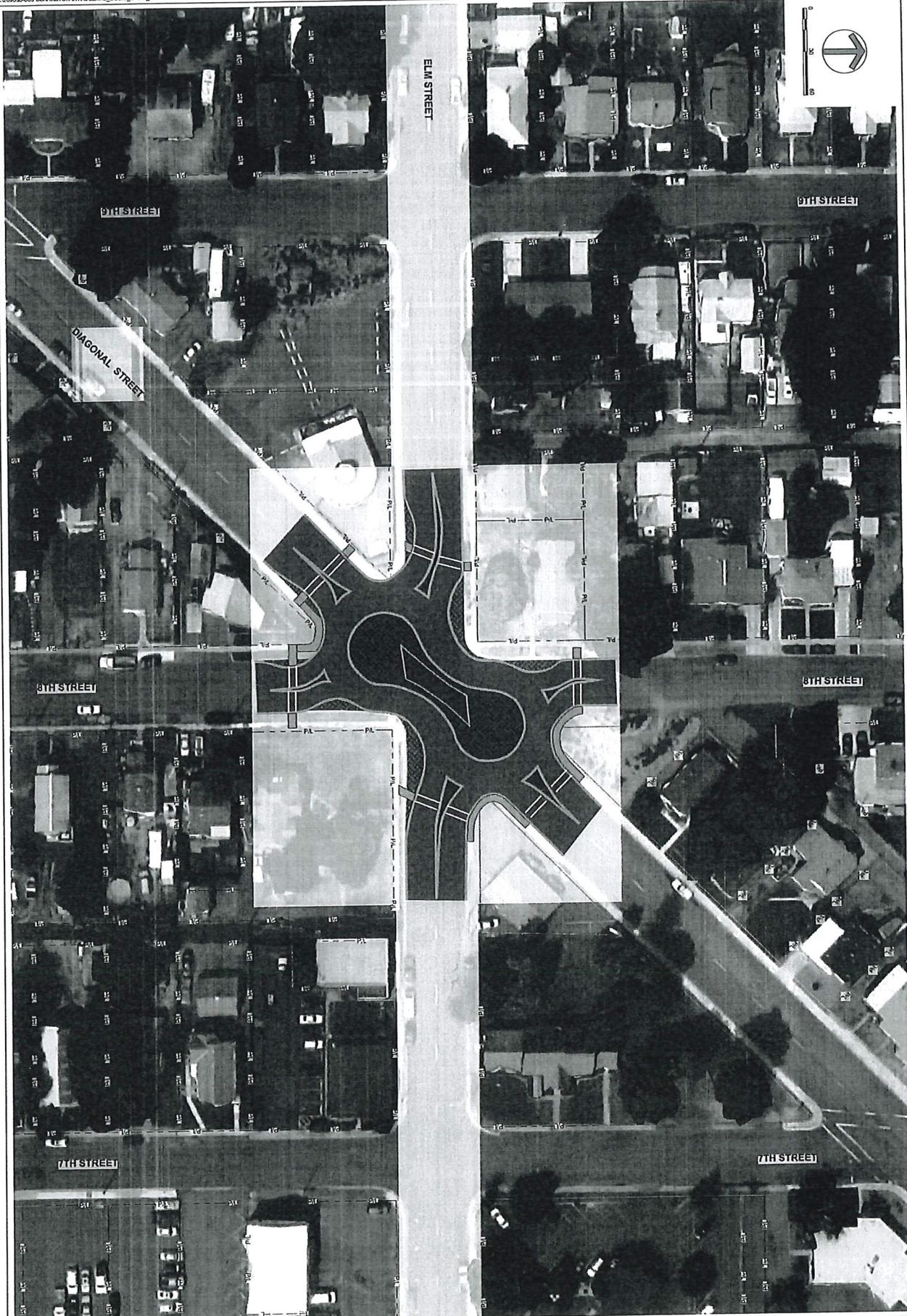


FIG. 4
 SHEET NO. 20090-006
 PROJECT NO. 20090-005
 DATE 11/27/2019
 DRAWN: MCH/CLC/SL
 VERIFIED: SCALE: Soils based on 22"x24" prints.

CLARKSTON 8TH, ELM, AND DIAGONAL
 ALTERNATIVE NO. 4 - ROUNDABOUT



| NO. | REVISIONS | DATE |
|-----|-----------|------|
| | | |

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PRELIMINARY
 NOT FOR
 CONSTRUCTION

KELLER ASSOCIATES

733 5th Street RA
 Clarkston, WA 99403
 (509) 252-6095

CLARKSTON WWTP
 MASTER PLAN UPDATE
 SCORING SUMMARY

EVALS 4 MAX PTS 100

KELLER ASSOCIATES

| SELECTION CRITERIA | KP | WI | GMc | Gmo | AVG. | PTS AVAIL |
|--------------------|----|----|-----|-----|-------|-----------|
| 1 PERSONNEL | 5 | 5 | 5 | 5 | 5.00 | 5 |
| 2 EXPERIENCE | 14 | 15 | 15 | 15 | 14.75 | 15 |
| 3 SCHEDULE | 15 | 15 | 15 | 13 | 14.50 | 15 |
| 4 KNOWLEDGE | 25 | 25 | 25 | 25 | 25.00 | 25 |
| 5 REFERENCES | 5 | 5 | 5 | 5 | 5.00 | 5 |
| 6 APPROACH | 34 | 30 | 35 | 32 | 32.75 | 35 |
| TOTAL | 98 | 95 | 100 | 95 | 97 | 100 |

MOUNTAIN WTR WKS

| SELECTION CRITERIA | KP | WI | GMc | Gmo | AVG. | PTS AVAIL |
|--------------------|----|----|-----|-----|-------|-----------|
| 1 PERSONNEL | 5 | 5 | 5 | 5 | 5.00 | 5 |
| 2 EXPERIENCE | 14 | 15 | 12 | 15 | 14.00 | 15 |
| 3 SCHEDULE | 15 | 15 | 1 | 13 | 11.00 | 15 |
| 4 KNOWLEDGE | 15 | 13 | 0 | 15 | 10.63 | 25 |
| 5 REFERENCES | 5 | 2 | 0 | 5 | 3.00 | 5 |
| 6 APPROACH | 25 | 30 | 17 | 20 | 23.00 | 35 |
| TOTAL | 79 | 80 | 35 | 73 | 67 | 100 |

Electronic Signature Agreement Form

ESAF

Washington State Department of Ecology
Water Quality Program

Headquarters: (360) 407-7097
Web site: www.ecy.wa.gov/programs/wq

| For Ecology Use Only | | Date Received: | |
|----------------------|----------|----------------|----------|
| Form | Reviewed | Entered | Verified |
| ESAF | | | |

1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits.

Site/Facility Name: City of Clarkston
Site Location Address: Clarkston Washington
City/State/Zip: Clarkston, Wa 99403
Permit Number: WAR046502

2. Electronic Signer Contact Information

Role: Facility Signer Facility Coordinator

Signature Account User Name: _____
Full Name: Jeffrey M. Wiemer
Work Mailing Address: P.O Box 160
City/State/Zip: Asotin, Wa 99402
Work Phone No. (Ext): 509-243-2074
Work Email Address: jwiemer@co.asotin.wa.us

3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies).

- Your permit's letter of coverage
- Your permit's cover sheet
- A previously submitted DMR
- A correspondence from Ecology that has both the facility name and permit number on the same page
- Signature authority delegation letter signed by the permittee (responsible official).

4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using WQWebPortal with an electronic signature.

Discharge Monitoring Reports/Submittals Notice of Intent (Permit Applications) Certificate of No Exposure

5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



City of Clarkston

2020

ROAD SAFETY PLAN

CITY OF CLARKSTON
PUBLIC WORKS DEPARTMENT

OWNER:

City of Clarkston
829 5th Street
Clarkston, WA 99403

City Hall (509) 758-1662 Fax (509) 769-6019

February 2020



2/27/2020

Introduction

The City of Clarkston is located within Asotin County in the south eastern corner of Washington. Clarkston was incorporated as a Washington City in 1902. The current population is 7,300 within the city limits but the urbanized area (city and adjacent county) population is over 32,000. The east-west main highway is US 12 (Bridge St.) that runs the width of the city from its western city limit boundary (15th St./Bridge St. (US 12)) to the Washington/Idaho state line on the east. The north-south highway corridor is SR 129. SR 129 starts at the intersection of Bridge St./Diagonal St. (SR 129)/2nd St. and proceeds to the southwest to the intersection of 6th St. (SR 129)/Diagonal St. (SR 129)/Maple St., from this point SR 129 (6th St.) proceeds south through the Clarkston downtown area to the southern city limits.

This Road Safety Plan was done to identify and address road networks and/or intersections that have a high accident rate. The information and data used in this Road Safety Plan was crash data from police reports at intersections, and studies and plans completed by the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO). These include:

- North Clarkston Circulation Study
<http://lewisclarkmpo.org/DocumentCenter/View/408/2017-North-Clarkston-Circulation-Study>
- 2019 Asotin County/City of Clarkston Transportation Plan
<http://lewisclarkmpo.org/2210/Clarkston-Asotin-Co-Transportation-Plan>
- Valley Destination 2040 – Long Range Transportation Plan
<http://lewisclarkmpo.org/DocumentCenter/View/219/Appendix-2-Crash-Data-Analysis?bidId=>

These plans and studies were used as reference for analysis and for supplemental crash data.

From the review of the plans and crash data, three road networks were identified for a high accident rate. These networks, as shown in Figure 1, are:

- Diagonal Street Network
- 13th Street Network
- Highland Avenue Network

These three networks are highly traveled corridors in the City of Clarkston. The functional classification of all three road networks is a minor arterial per the Clarkston Transportation Plan. These three networks are also a heavily traveled pedestrian route to schools, businesses, and hospitals.



City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

MAYORAL PROCLAMATION OF CIVIL EMERGENCY

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, the City of Clarkston believes that the increased number of confirmed cases of COVID-19 constitutes a civil emergency as defined by the Clarkston Disaster Readiness and Response Plan and necessitates the utilization of emergency powers granted pursuant to Clarkston Municipal Code 9.24.020, RCW 36.40.180, and RCW 38.52.070(2); and

WHEREAS, the Unified Commanders have requested that the Mayor proclaim a civil emergency where extraordinary measures are required to protect the public health, safety and welfare of Clarkston residents and may go beyond the capability of local resources; now therefore

BE IT PROCLAIMED BY THE Mayor of the City of Clarkston that an emergency exists in the City of Clarkston; therefore,

The Mayor delegates to the following City Department Directors the authority under mayoral supervision to take the actions identified for and on behalf of the City:

- A. To the Fire Chief and Police Chief, direction of any necessary population and property protection, as well as control of incidents and maintenance of public peace and order. Other departments and personnel will assist as requested.
- B. The Mayor delegates to City Department Heads generally the authority to permit the use and closure of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications. and to require work beyond normal working hours; to purchase supplies and materials necessary to address the emergency; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the department head deems most helpful in relieving the emergency.

DATED this 16th day of March, 2020 at 12:00pm.

Monika Lawrence, Mayor



TREE CITY USA.



City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

To: All Employees
From: Mayor Monika Lawrence
Date: March 16, 2020

As you are all aware, the spread of coronavirus (**COVID-19**) has reached most states in the U.S. A few people in our County have been tested. We do not have test results as of today. But health officials tell us it is only a matter of time that someone will be infected.

I am writing to alert you of steps the City is taking in preparation for COVID-19:

- 1. Supervisors have been directed to send home employees who are exhibiting signs of sickness.** The personnel policy allows supervisors to send home employees who are sick to prevent the spread of any type of illness to other staff and the general public.
- 2. If you believe you have come in to contact with anyone infected with COVID-19, or exhibit symptoms, please immediately contact your health care provider.** Do not come to work. Please notify your supervisor so the City can take precautionary measures.
- 3. The City is suspending all work-related travel.** If you have an event, please cancel. If you need help with cancellation contact your supervisor.
- 4. Cancellation of large gatherings are in place.** Washington State school closures are beginning March 17. Idaho schools are closed.
- 5. There may be a time where we need to close all non-essential City services to the public and keep employees at home.** If we close non-essential services – which would include City Hall and certain staff in other departments – staff would still be paid and not asked to use any accrued time (vacation, sick, comp, etc.) There may be a requirement that work be done from home. Departments are currently working to finalize plans if this needs to be implemented. More information about your department's specific plans will be forthcoming this week.
- 6. We have been reviewing our policies to protect our first responders such as Police and Fire personnel. Those plans have been moving forward.** We want **ALL** our employees to be safe and healthy. We are coordinating with Asotin County to have a unified plan.

These actions are being taken in an abundance of caution to help prevent the further spread of the virus and to protect all employees and the public we serve. Please check in with your supervisor if you have concerns.

We will continue to work with local and state officials to ensure we are taking appropriate steps related to COVID-19. We are hoping for the best and preparing for the worst.

Thank you for your assistance. Your safety and that of our public is our top concern.

Wash hands often or use sanitizer. Avoid touching your face. Stay home if you are sick.



TREE CITY USA.

MEMO

March 17, 2020

From: Kevin Poole P.E., Public Works Director
Attn: Mayor and City Council
Re: Closure of City Hall Due to COVID19 Virus

Due to Mayor Lawrence's closure of city hall to the public on March 16, 2020, the Public Works Department will continue to provide essential services to the public with modifications as to how Public Works staff interacts with the public. Essential services are WWTP, Sanitation, Streets/Parks, Building Code enforcement and permits.

WWTP – The Clarkston WWTP will continue to be staffed and operational. The staff is trained in working around pathogens and infectious diseases such as hepatitis, typhus, cholera, and pathogens such as E-coli. This is standard work safety procedures for the WWTP staff. The only change in operation at this time is we will be suspending collection system jetting and cleaning for the next 4-6 weeks. This operation generates steam and vapors during colder air temperatures. We do not want to expose the crew to this hazard. So we will wait until we have warmer ambient air temperatures for collection system jetting and cleaning.

Sanitation – Garbage pick up will continue as scheduled. The staff is trained in working around pathogens and infectious diseases such as hepatitis, typhus, cholera, and pathogens such as E-coli. They also have safety procedures and practices in place for working around sharps and puncture hazards while handling garbage containers. This is standard work safety procedures for the Sanitation staff.

Streets/Parks – The street and parks department will continue on with their regularly scheduled spring activities. Sweeping streets, filling potholes, fixing signs, fertilizing parks, repairing sprinkler systems, planting trees. Staff is directed to minimize interaction with the public, maintain safe distance, focus on hand washing, and following other recommended COVID19 personal health procedures.

Building Code enforcement and Permits – The Public Works and Building Code Department will continue operation with the following modifications. All contact with contractors and public will be by phone, text, or email. Building inspections will continue to be done when scheduled. Permits will be requested and issued via email. Permit payment can be done with personal check/cash in city payment drop box or online. If an appointment needs to be made for plan review, they will need to call the Building Department to notify they are at city hall, they will then be let in to city hall by Public works staff through the emergency exit door at the front of city hall. They will proceed up the stairs to Public Works and not allowed into any other area of city hall. Public Works/Building Staff will then meet with them to discuss projects or permit applications. Once meeting is completed and visitors have been escorted out of city hall, the meeting area surfaces will be disinfected per recommended protocol.