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

1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: March 23, 2020 Regular Meeting**

5. **COMMUNICATIONS:**
   - **A. From the Public: No Public Comment for this meeting.**
   - **B. From the Mayor:**
   - **C. From Staff or Employees:**

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

7. **UNFINISHED BUSINESS: None**

8. **CONSENT AGENDA: None**

9. **NEW BUSINESS:**
   - **A. Resolution 2020-03, Surplus of UV lighting**
   - **B. Agreement for Professional Services – Keller Associates**

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 or call 509-758-5541 by 5:00pm on Monday 4/13/20. ***

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

Protocol for City Council Meeting Via Teleconferencing

1. We will open the portal at 6:45 for Council and other community members to log on. Please give your name to Clerk/Treasurer Austin at that time.
2. Everyone will be put on mute until the council meeting begins.
3. The meeting will be called to order at 7:00 PM.
4. We will dispense with the flag salute.
5. There will be no public comment time.
6. We will have a roll call by the mayor for council members and department heads, in this order:
    a. Belinda
    b. Skate
    c. John
    d. Russ
    e. Pat
    f. Melyssa
    g. Steven
    h. City Attorney
    i. Clerk/Treasurer
    j. Police Chief
    k. Public Works Director
    l. Fire Chief
7. We will use council first names to facilitate the meeting.
8. We will use the above list for any discussion by council.
    a. The Mayor will call names.
    b. Council can speak or PASS.
9. There will not be any Committee Reports since no meetings took place. If you have any committee reports from telephonic meetings, please submit them in writing by 1:00 PM, Thursday, April 9, 2020 to be included in the agenda.

CLARKSTON CITY COUNCIL MINUTES
March 23, 2020

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

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

AGENDA CHANGES: Add Discussion of Utility Bills to New Business Item C and TSMH Hospital Letter to DOR to New Business Item D.

APPROVAL OF MINUTES: Minutes of the March 9, 2020 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: Beau Tanner, 600 10th Street

B. From the Mayor: Mayor Lawrence advised that Sparklight is providing wifi hotspots, unlimited internet data, and waiving late fees charges in response to the current pandemic. Governor Inslee issued a 48 hour Stay Home, Stay Healthy proclamation for anyone that is not an essential worker.

C. From Staff or Employees: Clerk Austin advised Council that as of March 19th City business license services are being provided through the Department of Revenue Business License Services. This allows for businesses to purchase their City license at the same time as the State licenses. Attorney Richardson updated Council on the number of tests and results for COVID 19 in the City and Asotin County. Mayor Lawrence advised that the City was hosting weekly meetings with the Health Department on Mondays at 3pm.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee reviewed and approved the bills for payment. Total expenditures for the March 23, 2020 period of $216,610.77. MOTION BY MURRAY/HOLMAN to approve the bills as read. Motion Carried

Public Safety: Councilmember Larsen reported on the March 17th meeting. Both Fire and Police Chiefs White and Hastings debriefed the Committee on the current efforts to protect their staff from COVID-19. This includes personal protective equipment (PPE) such as masks and switching from the N95 to the safe and reusable "painters" type of masks. PPE is first distributed to hospitals, then first 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. The Chiefs met with Asotin County Sheriff, John Hilderbrand, about managing staff if either department 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

DRAFT

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: Councilmember Pierce reported on the March 19th meeting. The committee discussed the Bridge/Diagonal/2nd Design project update. The 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. The open house on the Elm/Diagonal/8th Project 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. The Committee reviewed the score summary for the consultant to update the WWTP Master Plan. The recommendation is to award the consultant job to Keller Associates. The HSIP Safety Plan is now ready for adoption by the council. PWD Poole will post it on the City web site for review. PWD 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. The Committee is asking that the Council reauthorizes Jeffrey Wiemer with Asotin County Stormwater, to act on our behalf to sign the annual report.

Outside Organizations: Councilmember Murray advised that the MPO met on March 12th to consider the request for funding for Bridge/2nd/Diagonal. This was granted. Councilmember Evans attended the March 11 meeting of the PTBA. PTBA has two new drivers. They discussed the Walmart bus shelters. There was an annual performance review for Jenny George. She was given a Step 1 raise. Evans advised that the VLCV board meeting, the Cruise Boat meeting, and SEWEDA were all canceled. Evans attended a CDBG Grant webinar with PWD Poole, CEDA and Habitat for Humanity. The Lewiston transit system reduced hours to 8am-5pm. Clarkston will follow suit.

UNFINISHED BUSINESS:

A. Bridge/2nd/Diagonal - Request for Additional Funding from MPO (Public Works) PWD Poole asked Council for acceptance and approval of the Local Agency Agreement Supplement to send to WSDOT. MOTION BY EVANS/MURRAY to approve additional funding request. Motion Carried.

B. Discussion on Elm/8th Diagonal – Design Recommendation (Public Works) PWD Poole advised that the City held an open house for public input. He advised that the majority preferred the modified peanut roundabout design. PWD Poole requested approval from Council to approve the configuration and further design. MOTION BY MURRAY/EVANS to approve the design recommendation and proceed. Councilmember Murray advised that he did not like the design. He advised that the problem is with cost of project, when all that is required is adding two additional stop signs. PWD Poole commented that the project is being considered solely because of safety. He advised that it is the second highest intersection for accidents in the City. Although it has not occurred, statistically he said the City may soon have a serious accident or fatality at this intersection because of vehicles running the stop signs. Chief Hastings advised that the accidents are not due to running stop signs. He advised that they are for failure to yield

DRAFT

the right of way due to issues with sight lines. Councilmember Ebert asked if it would help if Elm Street had stop signs, and have those officer enforced. He also asked if stop signs would slow down traffic enough that collisions would not be serious. PWD Poole advised that the problem is confusion on who has to yield. Councilmember Evans asked about the number of injuries. PWD Poole advised two injuries in four years. Councilmember Larsen advised that the intersection will always have a line of sight issue. The existing business sign causes problems for sight lines. She advised that the cost of adding the stop signs seemed inaccurate. Councilmember Murray asked how many responses were received on the survey. PWD Poole advised it was seven in favor of the peanut roundabout and one that wanted the intersection left like it was. Larsen advised she would prefer to leave it as is, if no stop signs could be added. Councilmember Holman asked if the City could put up additional stop signs temporarily and see how it works. Murray asked if the approval of the design was needed in order to apply for HSIP funding. PWD Poole advised it did not, as long as the project was shovel ready. Ebert asked how many accidents would not have happened by having stop signs on Elm Street. Chief Hastings advised most accidents are caused by vehicles stopping at Diagonal, and then hit by vehicles traveling on Elm. Councilmember Pierce asked how the City was paying for design of the intersection. PWD Poole advised the funding was from the TBD. Murray asked if there were any other shovel ready projects that could use the HSIP funds if awarded. Pierce advised the Grantham area project was shovel ready. PWD Poole advised that project did not qualify for funding through HSIP. Mayor Lawrence advised that the HSIP area is Diagonal from 2nd to 8th streets. Pierce added that it would be unfortunate if the City didn't keep the HSIP money local, because some other city will take this money. Murray asked if there would be another chance to apply for HSIP funding. PWD Poole advised that there would not be at this time. Pierce advised we can do both, put signs in now until we find out if the HSIP is funded. Council approved by a 6-1 vote putting in stop signs now until the results of the funding is known. Larsen voted nay.

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

A. Recommendation for Consultant for WWTP Master Plan Update (Public Works)

B. Authorization for Stormwater Signature Form (Public Works)

NEW BUSINESS:

A. Adoption of HSIP Safety Plan (Public Works) PWD Poole provided information on the Plan to Council. MOTION BY PIERCE/EVANS to adopt HSIP Safety Plan. Motion Carried.

B. Mayoral Proclamation of Civil Emergency Mayor Lawrence provided the proclamation. MOTION BY LARSEN/HOLMAN to ratify proclamation. Murray asked if the proclamation was a requirement. Mayor Lawrence advised that it is not required but allows the City to operate efficiently during the COVID-19 emergency. Motion Carried.

C. Discussion on Utility Bills Mayor Lawrence had Clerk Austin advised Council of possibility of waiving late fees on utility bills during the emergency. Atty Richardson provided the legality of waiving the fees. Councilmember Pierce recommend waiving the fees for 6 months, March through August 2020. Consensus of Council was to grant a grace period of late fees only through August with an update in May or June on the status.

DRAFT

D. Letter to DOR regarding TSMH Exemption. Mayor Lawrence provided the letter written at the direction of Council. The DOR recommended to contact the State legislators. Larsen asked if it would be sent to TSMH. Pierce advised that the amendment from Andrews at the last meeting was to include sending it to TSMH. Mayor Lawrence advised she will also send it to the media.

COUNCIL COMMENTS: Councilmember Larsen encouraged other businesses to consider helping the community suffering at this time. Mayor Lawrence advocated support of local businesses. Councilmember Andrews asked TSMH to think about how the community is helping them now, but is going to be sick, hurting and without money. She said she pleads with TSMH to rethink this with what is happening now. Larsen spoke about the Chamber of Commerce wanting to install 10 minute parking signs for curbside service on 6th Street. Andrews asked about closing borders. Chief Hastings advised that the Police would not be closing the borders and are handling complaints by educating the public.

PRESS QUESTIONS:

EXECUTIVE SESSION: Tribune reporter Sandaine confirmed that the HSIP was to secure funding for the peanut roundabout design at the Elm/Diagonal and 8th intersection.

ADJOURNMENT:

Meeting adjourned at 8:15PM.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 3/23/20	Ck # 70246-70296	$70,262.39
Payroll 3/20/20	Ck # 70233-70245	$146,348.38

DRAFT

Steve Austin

From: Russ Evans
Sent: Thursday, April 9, 2020 10:37 AM
To: Steve Austin
Subject: PTBA

On April 8th the PTBA met via a phone conference .
Plexiglass was installed around the drivers area on one of the buses . This seems to be working out well protecting driver and riders. More are scheduled to be built.

Buses are cleaned hourly with disinfectant.Masks are optional for the drivers and some drivers are giving out home made masks to the passengers. We are averaging about 3.8 riders per bus . Steel reinforcement walls are being installed at other shelters at a cost of about $1800 per shelter .

Congress passed the CARES ACT last week . This Bill is providing money to Public Transportation across the country. Asotin County is entitled to $889,362. Thats 100% with no match on our part. Walla Walla is entitled to something like 3.4 million and Lewiston is around 1.2 million.

Buses are still running Monday thru Friday 8am to 3pm . We had 2,460 less boardings this march than we had in 2019.

RESOLUTION NO. 2020-03

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING DONATION OF SAID PROPERTY.

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

9 banks of Ultraviolet lamp assemblies
126 Ultraviolet bulbs
64 Quartz tubes
10 Ballasts
1 Control cabinet

WHEREAS, the Public Works Director has determined the City has no further need for this equipment; and

WHEREAS, the equipment can be used to help sanitize Personal Protective Equipment to help combat the spread of COVID-19;

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 the Public Works Director to donate said property for creation of sanitizing equipment for medical centers and first responders .

DATED this 9th day of April 2020.

_____
Monika Lawrence, Mayor

_____
Steve Austin, City Clerk

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: **Wastewater Facilities Report** ("Project").

The Owner and the Consultant agree to the following project scope, schedule, and compensation, in accordance with the Standard Terms and Conditions, attached hereto:

PROJECT SCOPE: Consultant's services under this Agreement are described in Attachment A

PROJECT SCHEDULE: The Agreement shall commence on the above written date. Consultant shall complete its services per Attachment A.

COMPENSATION:
Basic Services. As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of $129,430.00 (one hundred twenty-nine thousand four hundred thirty dollars). The total authorized budget amount shall not be exceeded without authorization from the Owner.

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

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written.

OWNER:	**City of Clarkston**	**CONSULTANT:**	**Keller Associates, Inc.**
Signature:		Signature:	L S Rupp
Date:		Date:	4-1-2020
Name:		Name:	Larry S. Rupp
Title:		Title:	Principal
Address:	829 5th Street Clarkston, WA 99403	Address:	131 S.W. 5th Avenue, Suite A Meridian, ID 83642

PROJECT SCHEDULE

Consultant anticipates the following project schedule. Dates are approximate and actual schedule may vary. Schedule for completion of Wastewater Facilities Report is December 2020.

Date	Task
April 2020	Owner/Engineer Contract Signed, Conduct Site Visit
May 2020	Data Collection
June 2020	Review Existing Information, Develop Planning Criteria
September 2020	Evaluation of Treatment System
October 2020	Capital Improvement Plan
November 2020	Submit Report to DOE
December 2020	Address Agency Comments and Adopt Final WWFR

COMPENSATION

Compensation for engineering services will be by lump sum method in the amount shown below. A summary of the fees for the project are presented below. The budget includes costs for direct labor, indirect labor, overhead, reimbursable expenses, equipment, travel, per diem, and fixed fees.

Tasks	Fees
1 Project Management & Meetings	$12,580
2 Data Collection	$10,733
3a Review Existing Information, Develop Planning Criteria	$10,770
3b Wastewater Treatment Facility Evaluation	$33,270
4 Staffing Evaluation	$5,575
5a Develop Recommended Improvements	$32,090
5b Capital Improvement Plan and Rate Evaluation	$15,988
6 Report Preparation	$8,425
Total	**$ 129,430**