

**CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
TUESDAY, MAY 29, 2018**

1. **CALL TO ORDER:** 7:00 P.M.
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES:**  
May 14, 2018 Regular Meeting
5. **COMMUNICATIONS:**
  - A. **From the Public:** (Please limit comments to 3 minutes)
  - B. **From the Mayor:**
  - C. **From Staff or Employees:**
6. **COMMITTEE REPORTS:**
  - A. **Finance/Admin – Audit Report on Current Bills – May 29**
  - B. **Public Safety – Did not meet**
  - C. **Public Works – May 15**
  - D. **Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
7. **UNFINISHED BUSINESS:** None
8. **NEW BUSINESS:**
  - A. **Resolution 2018-02 Amend Personnel Policy 100 (Finance/Admin)**
  - B. **Resolution 2018-03 Amend Personnel Policy 206 (Finance/Admin)**
  - C. **Resolution 2018-02 Amend Personnel Policy 501 (Finance/Admin)**
  - D. **Announcement of Relight Washington 6<sup>th</sup> Street Retrofit Project Bid Award (Public Works)**
  - E. **Announcement of Beachview Pool Demolition Project Bid Award (Public Works)**
  - F. **Consideration of Request to continue using Sewer Lateral – 1116 Elm Street (Public Works)**
  - G. **Consideration of RTPO TAP Grant Application – Grantham Safe Routes (Public Works)**
9. **COUNCIL COMMENTS:**
10. **QUESTIONS FROM THE PRESS:**
11. **EXECUTIVE SESSION:** None
12. **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.

**CLARKSTON CITY COUNCIL MINUTES**  
**May 14, 2018**

ROLL CALL: Pat Holman, Russ Evans, Joel Profitt, Skate Pierce, John Murray, Belinda Larsen. Kolstad excused on motion by HOLMAN/PROFITT. Motion Carried 5-1. PIERCE voted nay.

STAFF: Chief Hastings, Chief Cooper, PWD Poole, Clerk Austin, Attorney Richardson.

**AGENDA CHANGES:** None

**APPROVAL OF MINUTES:** Minutes of the April 23, 2018 Regular Meeting were approved as distributed.

**COMMUNICATIONS:**

**A. From the Public:**

**B. From Mayor:** Mayor Lawrence reminded everyone that the Amateur Radio operators at Vernon Park on June 23.

**C. From Staff or Employees:** Chief Cooper advised that there had been a house fire, and a resident of Lewiston dropped off water and groceries to the family. Also, Jim Braddock (former City employee) assisted with a medical emergency on Elm Street. Braddock repaired the door jamb and installed a Knox Box to allow Fire Department access to the residence in the future. PWD Poole advised that the Beachview Park facelift is almost complete. Structures have been painted and refurbished. The water fountain has been rebuilt and the area where the structure was removed has been seeded with grass.

**COMMITTEE REPORTS:**

**Finance/Admin:** Councilmember Murray reported that the Committee discussed revisions to the Employee Handbook. The bills were reviewed and approved for payment. Total expenditures for the May 14, 2018 period of \$823,375.84. MOTION BY EVANS/HOLMAN/ to approve the bills as read. Murray asked why the Mayor purchased flowers. Mayor Lawrence explained that the flowers were for the planters at the entrances of City Hall. Motion Carried

**Public Safety:** Councilmember Larsen reported that the Committee discussed some solutions to educate the public about the panhandlers in Clarkston which she will discuss during the Council Comments portion of the agenda. Chief Hastings will also bring some ideas back from his Police Chiefs and Sheriffs Association conference at the end of the month. Chief Hastings recognized Officer John Morbeck as Officer of the Year at the Clarkston Rotary April 24th luncheon meeting. As a dedicated City of Clarkston Police Officer for over 30 years, Officer Morbeck deserves this recognition for his outstanding work with the Clarkston School District and the community at large. Chief Hastings is currently filling two positions. One officer the Chief has hired is currently attending the academy in Spokane. The second officer the Chief is looking at is currently meeting the standard requirements to fill the position. Thursday all officers were updated on new and current laws. The Chief is expecting the new patrol vehicle to arrive this month. Everything has been purchased to update and install equipment once the vehicle arrives.

**Public Works:** Councilmember Pierce reported that the City has been awarded the \$10,000 grant toward the National Fitness Challenge. The City is looking into other grants and local business sponsorship. A grant through the AARP has been identified and is perfect for this project. Council will be asked to approve a shared sewer connection, since this is outside of our established ordinances. We've received preliminary plans for an entrance on Fair Street into the WalMart parking lot. The new entrance would be between 6th and 7th Street. The City's approval of the Fair Street entrance is contingent on a Memorandum of Understanding with Costco and WalMart to improve the intersection of 5th and Fair and the intersection of the 5th Street entrances to both businesses. The modification would place two mini roundabouts, one in each intersection. This would allow for over 1,000 vehicles an hour to move through that area, and

would allow the City of Clarkston to remove its sole traffic light. We're asking that each entity pay one-third of the cost of the project. The Committee discussed some grants – the TAP Grant - Safe routes to schools grant for the Poplar St project will be before council soon for approval. The Committee also discussed the CDBG(Community Development Block Grant) - We would like the Community Action Partnership to partner with us and administer the CDBG home improvement loan program.

**Outside Organizations:** No Reports

**PUBLIC HEARING: 2018 Sidewalk Project**

Mayor Lawrence opened the Public Hearing at 7:11 p.m.

PWD Poole presented the Council with the information on the project. He advised that there had been multiple complaints regarding safety and ADA issues. It was explored in Public Works Committee. There was also an issue with the recent upgrades on Bridge Street at the Taco Time and Tomato Brothers sidewalks. The State has agreed to pay for the cost of repairs to these areas. The City received a good response from the 59 locations homeowners affected, with only 12 that didn't respond. The City has over 90% compliance from landowners willing to participate. This project will address safety issues and bring the sidewalks in question up to ADA standards. The bids came in at \$9 per square foot instead of \$12.50 as projected. Councilmember Larsen asked for clarification on the number of houses affected. PWD Poole advised it was 59 locations. Councilmember Profitt asked how much the cost would be if the homeowner were to do the work their selves. PWD Poole advised that it would cost approximately \$24 per square foot for a short load of concrete.

Mayor Lawrence opened the floor to comments from the public.

**PUBLIC COMMENT:**

Alice White: 742 13<sup>th</sup> Street  
Todd Snarr: 1867 Fredrickson Drive

Councilmember Evans asked what the average cost of replacement for each homeowner would be. PWD Poole advised that he did not have an average, but the lowest for some homeowners is only \$250. Some are requesting that the whole sidewalk be replaced. Councilmember Evans commented that it is fairer to do this project, instead of raising property taxes. Councilmember Profitt advised that after Snarr's comments at the last council meeting, he had researched and discovered that there are a number of cities that are doing the same type of projects, even some bigger cities. Profitt stated that the council is considering every comment and not taking this lightly. Murray advised he also struggled with the issue of the costs to the citizens after the last meeting. However, the RCW states that lack of action by the City after becoming aware of deficient sidewalks put the City in danger of not acting. Murray asked if the City is in danger of not acting at this time. Attorney Richardson stated that the City is not liable at this point. That is why we can't allow it to go on. Larsen advised that when she had read the ordinance, she thought that it could also mean that kids couldn't use chalk on the sidewalk. Larsen advised she is struggling with this decision as well. She stated that she believes that some residents can't afford at any cost. Councilmember Pierce advised if the homeowner is unable to pay, then the cost can be deferred until the property is sold. The repairs will also improve the property value. Murray agreed that properties with sidewalks have higher valuation. The property owner will receive the benefit of that value. Larsen asked if the deferred cost comes with an interest rate for payback. Attorney Richards advised that the City will have to have a hearing at a later day with the decision on how to charge interest and the lien procedures. Pierce asked PWD Poole if someone doesn't have the money but wants to work with the City, is there a process to help the homeowner. PWD Poole advised that there are some grants from HUD that can help

with this. PWD recommended that no interest rate would be added to the lien, only the amount of money that was the cost of the sidewalk repair. Murray commented that there was no other way to get sidewalks fixed. Mayor Lawrence advised that the City needs to be ADA compliant. Evans asked how many times the City would be contacting the homeowners. PWD Poole advised that they had all received the initial letter. There will be follow up contact and if they don't respond, then the address and homeowner will be put on the assessment roll. Attorney Richardson advised that the affected homeowners have also received the public hearing notice that explained the process.

The public hearing was closed at 7:46 p.m.

**UNFINISHED BUSINESS:**

**A. Ordinance 1602 – Amend 16.32.060 Maintenance of Sidewalks and Driveways 2<sup>nd</sup> Reading (Public Works).** Motion by PROFITT/PIERCE to approve the ordinance. Motion to amend by PROFITT/PIERCE. Amend Motion carried. Motion as amended carried by a vote of 5-1. Larsen voted nay.

**NEW BUSINESS:**

**A. Presentation of “Spare Change for Real Change” (Public Safety)** Councilmember Larsen presented a program to educate the public about the panhandlers in the area. The City of Billings, Montana has implemented a process to try to keep donations going through charities to help those in need. She explained the difference between the homeless and the panhandlers.

**B. Findings of Fact & Conclusion of Law: VAR-2018-01, 1022 10th Street (Public Works)** PWD Poole provided the Council with the determination of the Hearing Examiner regarding the variance request at 1022 10<sup>th</sup> Street.

**C. Announcement of 2018 Sidewalk Project Bid Award (Public Works)** PWD Poole advised that McCall’s Classic Construction had been awarded the 2018 Sidewalk Project. Motion by PIERCE/EVANS to approve the Mayor to sign the Contract. Motion Carried.

**COUNCIL COMMENTS:** None

**PRESS QUESTIONS:** Tribune reporter Kerri Sandaine.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:**

Meeting adjourned at 8:03p.m.

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

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

Total Fund Expenditures, 05/14/18	Ck # 66205-66290	\$574,942,89
Payroll 05/5/18	Ck # 66169-66201	\$248,432.95

**RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,  
WASHINGTON, AMENDING PERSONNEL POLICY 100, PURPOSE AND  
SCOPE OF THE EMPLOYEE HANDBOOK.**

WHEREAS, the City of Clarkston desires to revise the language to clarify the purpose and scope of the Personnel Handbook adopted by Resolution No. 2016-11;

WHEREAS, the purpose and scope of the employee handbook is located in Policy 100;

NOW THEREFORE, the City Council of the City of Clarkston, Washington does resolve as follows:

**POLICY 100 PURPOSE AND SCOPE OF THE EMPLOYEE HANDBOOK**

Paragraph 4, page 4

~~Additionally, these personnel policies apply~~ *The City of Clarkston employee Personnel Policy applies to all employees and volunteers of the City. This policy also applies to Reserves as defined in RCW 41.24.010 and Volunteers as defined in RCW 49.12.460(3)(g).* ~~They~~ *Personnel Policies shall not apply to independent contractors or elected officials, except for the Reimbursement of Employee Expenses. In the event that any provision in this Handbook conflicts with any provision of a valid and effective collective bargaining agreement, written employee contract, applicable Civil Service rule or regulation, or State or Federal law, the terms of the law or contract shall govern. In all other cases, these policies shall govern.*

Section 2. This policy is effective immediately upon passage of this Resolution by the City Council.

DATED this 29th day of May, 2018

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Monika Lawrence, Mayor

Attest:

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Steve Austin, City Clerk

**RESOLUTION NO. 2018-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,  
WASHINGTON, AMENDING PERSONNEL POLICY 206, HIRING.**

WHEREAS, the City of Clarkston desires to revise the language to clarify the hiring policy of the Personnel Handbook adopted by Resolution No. 2016-11;

WHEREAS, the hiring policy of the employee handbook is located in Policy 206;

NOW THEREFORE, the City Council of the City of Clarkston, Washington does resolve as follows:

**POLICY 206 HIRING**

4. A former employee who is re-employed will be considered a new employee from the date of re-employment *and shall not retain or continue seniority for benefits from previous service.* ~~unless the break in service is less than three (3) months, in which case the employee will retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan.~~

Section 2. This policy is effective immediately upon passage of this Resolution by the City Council.

DATED this 29th day of May, 2018

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Monika Lawrence, Mayor

Attest:

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Steve Austin, City Clerk

**RESOLUTION NO. 2018-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,  
WASHINGTON, AMENDING PERSONNEL POLICY 501, HEALTH AND  
WELFARE BENEFIT DISCLOSURE.**

WHEREAS, the City of Clarkston desires to revise the language of the health and welfare benefit disclosure of the Personnel Handbook adopted by Resolution No. 2016-11;

WHEREAS, the health and welfare benefit disclosure of the employee handbook is located in Policy 501;

NOW THEREFORE, the City Council of the City of Clarkston, Washington does resolve as follows:

**POLICY 501 HEALTH AND WELFARE BENEFIT DISCLOSURE**

**8.0 Breaks in Service**

**Paragraph 1**

*This section refers to medical benefits as designated by the Affordable Care Act.*

Employees, regardless of classification, who separate their employment with the City, voluntarily or involuntarily, must have a break in service of at least 13 consecutive weeks before being eligible for re-hire. Employees re-hired after a break in service of at least 13 continuous weeks will be treated as a “new” employee, without any consideration given to previous hours worked or previous measurement or stability periods that may have applied prior to separation.

Section 2. This policy is effective immediately upon passage of this Resolution by the City Council.

DATED this 29th day of May, 2018

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Monika Lawrence, Mayor

Attest:

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Steve Austin, City Clerk

RELIGHT WASHINGTON - 6TH ST. RETRO-FIT BID SCHEDULE

(SALES TAX TO BE INCLUDED IN THE BID ITEM PRICES)

WSDOT Std. Item No.		ITEM		QUANTITY	UNIT	Engineer's Estimate		Trans Systems		Colvico		Fierchinger Elec																																																	
ITEM NO.	1	2	3	4		UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT																																																
1	1			1	L.S.	800.00	\$800.00	1,000.00	\$1,000.00	3,385.36	\$3,385.36	1,553.76	\$1,553.76																																																
2	6971			1	L.S.	500.00	\$500.00	500.00	\$500.00	5,799.65	\$5,799.65	0.00	\$0.00																																																
3	6904			17	EACH	200.00	\$3,400.00	525.00	\$8,925.00	568.64	\$9,666.88	639.95	\$10,879.15																																																
4	6904			15	EACH	250.00	\$3,750.00	440.00	\$6,600.00	503.21	\$7,548.15	300.90	\$4,513.50																																																
				<b>TOTAL PRICE (including Tax):</b>			<b>\$8,450.00</b>		<b>\$17,025.00</b>		<b>\$26,400.04</b>		<b>\$16,946.41</b>																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">WAGE COMPLIANCE</td> <td style="width:10%;">Yes</td> <td style="width:10%;">Yes</td> <td style="width:10%;">Yes</td> <td style="width:10%;">Yes</td> <td style="width:10%;">Yes</td> </tr> <tr> <td>DBE UTILIZATION</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>PREQUALIFICATION</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>NON-COLLUSION</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>PROPOSAL AND ADDENDUM</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>BID SCHEDULE</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>SIGNATURE PAGE</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>PROPOSAL BOND</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Cashiers Check</td> </tr> </table>														WAGE COMPLIANCE	Yes	Yes	Yes	Yes	Yes	DBE UTILIZATION	Yes	Yes	Yes	Yes	Yes	PREQUALIFICATION	Yes	Yes	Yes	Yes	Yes	NON-COLLUSION	Yes	Yes	Yes	Yes	Yes	PROPOSAL AND ADDENDUM	Yes	Yes	Yes	Yes	Yes	BID SCHEDULE	Yes	Yes	Yes	Yes	Yes	SIGNATURE PAGE	Yes	Yes	Yes	Yes	Yes	PROPOSAL BOND	Yes	Yes	Yes	Yes	Cashiers Check
WAGE COMPLIANCE	Yes	Yes	Yes	Yes	Yes																																																								
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BID SCHEDULE	Yes	Yes	Yes	Yes	Yes																																																								
SIGNATURE PAGE	Yes	Yes	Yes	Yes	Yes																																																								
PROPOSAL BOND	Yes	Yes	Yes	Yes	Cashiers Check																																																								

BID TABULATIONS

(SALES TAX TO BE INCLUDED IN THE QUOTE ITEM PRICES)

2018 BEACHVIEW POOL DEMOLITION												
ITEM NO.	WSDOT Std. Item No.	ITEM	QUANTITY	UNIT	Engineer's Estimate		McCall's Const.		Morgan Industries		M.L. Albright	
					UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT		UNIT PRICE
1	0001	MOBILIZATION	1	L.S.	\$500.00	\$500.00	\$540.00	\$540.00	\$1,000.00	\$1,000.00	\$2,300.00	\$2,300.00
2	0050	REMOVAL OF STRUCTURES & OBSTRUCTIONS	1	L.S.	\$5,800.00	\$5,800.00	\$5,400.00	\$5,400.00	\$6,000.00	\$6,000.00	\$11,925.00	\$11,925.00
3	0405	COMMON BORROW INCL. HAUL	2050	C.Y.	\$2.00	\$4,100.00	\$5.20	\$10,660.00	\$2.00	\$4,100.00	\$11.30	\$23,165.00
4	5095	CRUSHED SURFACING BASE COURSE	240	C.Y.	\$14.00	\$3,360.00	\$24.00	\$5,760.00	\$8.00	\$1,920.00	\$17.75	\$4,260.00
5	5115	CRUSHED SURFACING TOP COURSE	120	C.Y.	\$14.00	\$1,680.00	\$24.00	\$2,880.00	\$8.00	\$960.00	\$17.75	\$2,130.00
						<b>TOTAL PRICE (Including Tax):</b>	\$15,440.00	\$25,240.00		\$13,980.00		\$43,780.00
<b>TOTAL PRICE IN WORDS :</b>												
DBE Cert YES YES YES YES YES YES												
Contractor Prequal YES YES YES YES YES YES												
Subcontractor List YES YES YES YES YES YES												
Bid Schedule YES YES YES YES YES YES												
Signature Page YES YES YES YES YES YES												

RECEIVED  
4/27/18  
JE

From:  
Jerry Sanford  
1116 Elm Street  
Clarkston WA., 99403

To:  
City of Clarkston  
Attn: Kevin Poole  
829 5th Street  
Clarkston WA., 99403

Reference: City Sewer Connection

Mr. Poole after contacting you in February of 2018 regarding the replacement of my sewer lateral I have researched the Clarkston Municipal Codes. I request you review City code 14.08.010, which I believe gives the city the authority to allow my existing sewer connect to remain. Below is a brief summary of the history of my property at 1116 Elm St to help you in your decision.

To the best of my knowledge my house was built between 1904 and 1905. At that time the property extended east from the corner of 12th and Elm to the alleyway. And north from 12th and Elm to the northern property line of 739 12th street. To the best of my knowledge the sewer lateral is the original sewer pipe. This sewer pipe has always exited my house to the east and connected in the alleyway between 11th and 12th street just north of Elm Street.

To my understanding sometime around 1948 the property was split and a house was constructed on the new property addressed 1110 Elm. This house was on the northern side of the property near the alleyway. The original house burnt down around 2013 and been replaced with a manufactured home in about 2014. The manufactured home was placed on the southern half of the property very close to where my original sewer lateral is located.

In conclusion I believed my sewer lateral was original constructed on my property, but at some point the property was split. This split left me with an adverse connection to their city sewer. I was not informed of this connection or potential problem at the time I purchased this property in 1977. Therefore I would request you review City Code 14.08.010 for an exception to the movement of my original sewer lateral.

Respectfully,

  
Jerry Sanford



# 2018-2021 Surface Transportation Block Grant- Set Aside (Formerly Transportation Alternative Program) PALOUSE RTPO PROJECT APPLICATION 2018

Project Title:

## Application Terms Before You Apply

- **Applications will be available from April 23<sup>rd</sup>**, can also be downloaded from our website at [www.palousertpo.org](http://www.palousertpo.org).
- Agencies are encouraged to apply for a complete project funding, that will include all phases of the project.
- All completed applications are due to our office in its original form **by 5 pm on May 31, 2018**
- All Application agencies must have a CA's (Certified agency) approval and signature before they apply.
- All agencies are encouraging to bring local match for their projects except for rural towns with 5000 and below population. However, each match percentage brought by the rural town will help get an extra point based on the application criteria.
- Minimum construction project cost is \$50,000, no projects below that will be considered for the award selection process.
- There are no minimum cost requirements for the transportation planning projects.
- Please ensure all the attachments are provided with the application by the due date.
- Before applying, all agencies are recommended to reach out to the PRTPO for any questions or concerns regarding the application requirements as well as project type briefings.
- Any incomplete application will be rejected and will not be considered for the award
- The awarded agency will be required to participate in the Palouse RTPO policy board meetings to update the policy board on the status of the project each quarter during the construction year.
- Any project submitted through this program should fulfill the following project types:
  - Safe Routes to school projects
  - Non-vehicular related transportation planning projects
  - On-road and off-road pedestrian and bicycle facilities
  - Infrastructure related projects to improve non-driver access to public transportation and improved mobility
  - Sidewalk construction
  - Community Improvement projects to enhance pedestrian safety and access
  - Lighting, traffic calming and Safety improvements of pedestrian movements
  - Pedestrian signals
  - Trail Ways planning, design, and construction
  - Any other pedestrian, bicycle, and non-vehicular improvement projects
- For any other questions and concerns that are not addressed here, please reach out to our office at (509) 339 7100.