

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, FEBRUARY 22, 2016**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
February 8, 2016 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 – Audit Report on Current Bills**
 - B. Public Safety – February 16**
 - C. Public Works – February 16**
 - D. Administrative/Intergovernmental – February 22**
 - E. Community Development – February 16**
 - F. Outside Organizations**

- 7. UNFINISHED BUSINESS:**
 - A. Ordinance No. 1558, Amend CMC 2.14, Civil Service, Fire, 2nd Reading for Action**
 - B. Ordinance No. 1559, Amend CMC 2.16, Civil Service, Police, 2nd Reading for Action**

- 8. NEW BUSINESS:**
 - A. Tourism Funding Agreement, L-C Wine Alliance**
 - B. Addendum to Keller Associates Engineering Agreement – Lift Station**

- 9. COUNCIL COMMENTS**
- 10. EXECUTIVE SESSION: Negotiations**
- 11. 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
February 8, 2016

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mayor Lawrence.

COUNCIL:

<input checked="" type="checkbox"/> Beadles	<input checked="" type="checkbox"/> Nash	<input checked="" type="checkbox"/> Campbell
<input checked="" type="checkbox"/> Pierce	<input checked="" type="checkbox"/> Kolstad	
<input checked="" type="checkbox"/> Blackmon	<input checked="" type="checkbox"/> Beauchamp	

STAFF:

Chief Hastings Chief Cooper Clerk Storey City Attorney Richardson PWD Martin

AGENDA CHANGES:

APPROVAL OF MINUTES:

The minutes of the January 25, 2016, Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: The following persons addressed the council:

Tom Martin, 421 11th Street, Clarkston
Janet Marugg, 2618 Sunset Court, Clarkston
Rose Bunch, 1845 Solar Hills Drive, Clarkston
Brian Shinn, 945 4th Street, Clarkston

B. From the Mayor:

C. From Staff:

PWD Martin commented that he put a memo in the agenda packet regarding the stormwater grant that is pending. We won't receive a formal award notice until July so no action is needed at this time.

COMMITTEE REPORTS:

Finance: Councilmember Beadles reported that committee has reviewed the bills. MOTION BY BEADLES/KOLSTAD to approve the bills for the January 31, 2016 for \$637.68 and for February 8, 2016 for \$397,444.51. Motion carried.

Public Safety: Councilmember Beadles reported on the February 2 meeting. Councilmember Beadles was appointed chair of the committee. Chief Hastings reported that the police department received a WASPC grant for purchase of a radar unit.

Nelly Broadcasting requested street closure for Alive after Five events.

Chief Hastings presented a sample fireworks ordinance that could allow for a temporary ban of fireworks during drought conditions.

Chief Cooper discussed potential retirements in the fire department and the impacts on staffing. Ambulance fees are being reviewed for a future adjustment.

Public Works: Councilmember Nash reported on the February 3 meeting. He said Clarkston ranked #2 on the list for a stormwater grant.

Sign codes are being reviewed. The MPO may pay for the cost of further study at the Walmart/Costco intersection. Beekeeping and food stands are under review.

Martin will check with the Rotary on the status of a request to help renovate the covered area at Beachview Park.

Committee discussed curbside recycling. "No parking" signs have been placed on Highland to improve visibility of the 12th & Highland intersection.

Meeting time has changed to the 1st & 3rd Tuesday at 3:00.

Admin Committee: Councilmember Blackmon reported committee discussed the ordinance to modify residency requirements for the Civil Service secretary.

Community Development: Committee met on February 2. Councilmember Campbell said committee discussed beekeeping and espresso and food stands, carts and trucks.
Handicap accessible swings will be ordered for Beachview Park.

UNFINISHED BUISNESS:

NEW BUSINESS:

A. Proclamation – National Bicycle Month

Mayor Lawrence asked the council to proclaim May as National Bicycle Month. MOTION BY KOLSTAD/PIERCE to authorize the mayor to sign the proclamation. Motion carried.

B. Alive after Five Street Closure Request

Chief Hastings said the request is for three events, June 2nd, July 7th and August 4th. MOTION BY BEADLES/BLACKMON to authorize the street closure pending approval of the WSDOT. Motion carried.

C. Ordinance No. 1558, Amend CMC 2.14, Civil Service, Fire – 1st Reading

Ordinance No. 1558 was read by title

D. Ordinance No. 1559, Amend CMC 2.16, Civil Service, Police – 1st Reading

Ordinance No. 1559 was read by title

COUNCIL COMMENTS:

Councilmember Kolstad reported on the PTBA meeting. Transit service was discussed. Adding service on Saturday is being considered.

Councilmember Beauchamp commented that she has been doing some research on beekeeping in other cities in the state.

Councilmember Pierce thanked Commissioner Shinn for keeping the council updated on County business. He also commented on the fireworks issue and said there is legislation pending that will impact how regulations are adopted.

Councilmember Kolstad asked if it is legal to park on Sycamore where the sidewalk has been bumped out for the sidewalk café. Martin said it is not and the area will be marked appropriately.

ADJOURN:

Meeting adjourned at 7:31 p.m.

Vickie Storey, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 1/31/16	60897-98, 20160101-09	\$637.68
Total Fund Expenditures, 2/8/16	60899, 60900, 60948-61025	\$116,226.76
Payroll, 1/31/16	60901-60947	\$281,217.75

Public Safety Committee

February 16, 2016

Attendance: Chief Hastings, Chief Cooper, Skate Pierce, Dick Jones, Terry Beadles

Chief Cooper will be proposing a 3% ambulance fee increase. Details will be compiled for presentation at next committee meeting.

There was discussion of the recent Fire Department review of class rating. It appears our Class Fire Rating will be a Class 5. Business Inspections Services will need additional training and our fire training is short of the 240 hours that is required.

Chief Hastings discussed the arrival of new service hand guns. The Glock 9MM hand guns have allowed officers to increase qualification scores.

The Police Department will participate in the annual YWCA lunch fund raiser.

The Chief will participate in the fund raiser Polar Plunge Fundraiser for training officers, "Defensive Tactics: Canine Encounters".

The Clarkston Police Department is recognized for the thorough investigation involving a recent court case. The professional work of officers is of the highest standard.

Public Works Committee
Feb. 16, 2016

Attendance: J. Martin, B. Campbell, M. Beauchamp, E. Goodner, A. Phillips (Signcrafters Inc.)

- 1) Beekeeping & food stands under review
- 2) Keller Associates contract amendment: **(Agenda)** Provide engineering for replacement of Sunset Drive lift station. \$48,400.00 for project of \$286,200.00
- 3) Walmart / Costco Entrance: MPO will pay. Met with Policy Board on Feb. 10th 4 pm.
- 4) Rotary Cover: meeting with Michelle Bly on Grantham School. Will check status of cover Thursday.
- 5) Recycling: the Monika's and I will be meeting with Sunshine Disposal the 23rd.
- 6) Planning on sponsoring Planning training mid-May.
- 7) Sidewalk Ordinance lien language approved by legal staff. Will put together an ordinance.

General Discussion:

Allen Phillips of Signcrafters discussed sign ordinances and how well the City of Lewiston's Sign Ordinance works. We will review and use what we can when updating our own ordinance.

COMMUNITY DEVELOPMENT

The Community Development Committee met on Tuesday, February 16th at 2:00 pm. In attendance were Councilmembers Skate Pierce, Monika Beauchamp, and Belinda Campbell. Others in attendance: Tricia York and Marshall Doak.

Items of discussion were beekeeping and Bridge Street improvements and the community award program.

We are leaning on the Washington State Department of Transportation for street and sidewalk improvements on 6th St. and the Bridge Street Corridor. Monika Beauchamp will take the lead on this issue since she is a policy board member representing Clarkston on the Lewis Clark Valley Metropolitan Planning Organization.

Jim Martin has a draft ordinance for the beekeeping committee to take a look at. Additional feedback and suggestions are welcomed. Some of the items we would like in the ordinance were addressed in last weeks meeting minutes but we also discussed registration of beekeepers with the Department of Agriculture. One of the places discussed for hives was at the Community Garden. We will have to research if this is on public or private land.

Also discussed, the need to look at another ordinance dealing with small agricultural animals such as rabbits, chickens, miniature goats, etc.

Belinda will meet with George to discuss the community award program to see if he has/had an opportunity to reach out to organizations that had been discussed at an earlier meeting of Community Development.

ORDINANCE NO. 1558

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 2.14, ADDING SECTION 2.14.050, RELATING TO THE APPOINTMENT OF THE SECRETARY AND CHIEF EXAMINER TO THE CIVIL SERVICE COMMISSION.

WHEREAS, the City Council finds it desirable to open the position of Secretary and Chief Examiner to all qualified persons; and

WHEREAS, the City Council finds is cost effective to share expenses for training by appointing the same person as Secretary and Chief Examiner as appointed by the Asotin County Civil Service Commission when possible;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.0 Clarkston Municipal Code 2.14 is hereby amended to add section 2.14.050 as follows:

2.14.050 Secretary and Chief Examiner.

The commission shall appoint a secretary and chief examiner, who shall keep the records of the commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the commission may prescribe. The secretary and chief examiner shall be appointed as a result of competitive examination, which examination shall be open to all qualified persons as the commission may decide. The secretary and chief examiner may be subject to suspension, reduction or discharge in the same manner and subject to the same limitations as are provided in the case of members of the fire department.

Section 2.0 This Ordinance shall take effected and be in force five days after its passage, approval and publication, as required by law.

PASSED by the City Council the _____ day of _____, 2016.

Monika Lawrence, Mayor

ATTEST:

Vickie Storey, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

Published _____

ORDINANCE NO. 1559

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 2.16, ADDING SECTION 2.16.060, RELATING TO THE APPOINTMENT OF THE SECRETARY AND CHIEF EXAMINER TO THE CIVIL SERVICE COMMISSION.

WHEREAS, the City Council finds it desirable to open the position of Secretary and Chief Examiner to all qualified persons; and

WHEREAS, the City Council finds is cost effective to share expenses for training by appointing the same person as Secretary and Chief Examiner as appointed by the Asotin County Civil Service Commission when possible;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.0 Clarkston Municipal Code 2.16 is hereby amended to add section 2.16.060 as follows:

2.16.060 Secretary and Chief Examiner.

The commission shall appoint a secretary and chief examiner, who shall keep the records of the commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the commission may prescribe. The secretary and chief examiner shall be appointed as a result of competitive examination, which examination shall be open to all qualified persons as the commission may decide. The secretary and chief examiner may be subject to suspension, reduction or discharge in the same manner and subject to the same limitations as are provided in the case of members of the police department.

Section 2.0 This Ordinance shall take effected and be in force five days after its passage, approval and publication, as required by law.

PASSED by the City Council the _____ day of _____, 2016.

Monika Lawrence, Mayor

ATTEST:

Vickie Storey, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

Published _____

CONTRACT FOR TOURISM SERVICES

THIS AGREEMENT entered into between the City of Clarkston, a municipal corporation in the State of Washington, hereinafter referred to as "City" and the Lewis-Clark Valley American Viticultural Area (AVA) and the Port of Clarkston.

WHEREAS, the City is desirous of advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion, and

WHEREAS, the Lewis-Clark Valley AVA in conjunction with the Port of Clarkston has the ability to provide those services on behalf of the City,

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

I

That the Lewis Clark Valley AVA and the Port of Clarkston will provide the above-referenced services on behalf of the City during the year 2016.

II

That Lewis Clark Valley AVA and the Port of Clarkston will hold the City of Clarkston harmless from any and all liability that may be incurred as a result of providing such services.

III

That in consideration of the performance of this contract, the City shall pay to the Lewis Clark Valley AVA and/or the Port of Clarkston a maximum of \$10,000.00 to be used only for the above-referenced specific services, such funds derived from the special excise tax imposed under RCW 67.28, which outlines the limitations on the use of such funds. Payment to the L-C Valley AVA will be made on a reimbursement basis. L-C Valley AVA shall provide copies of paid invoices to substantiate billings to the City of Clarkston.

IV

That the duration of this contract shall begin January 1, 2016 and run through December 31, 2016.

V

That the L-C Valley AVA shall make available to the City or its duly authorized representatives, at any time during business hours, all records, books and/or pertinent information which L-C Valley AVA shall keep in conjunction with this contract in performance of the services required under this contract. Such records shall clearly identify which expenditures were paid for from funds received from the City in accordance with this contract.

VI

That the L-C Valley AVA shall provide information necessary to meet all reporting required as adopted by the Joint Legislative Audit and Review Committee (JLARC).

DATED this _____ day of February 2016.

CITY OF CLARKSTON

LEWIS-CLARK VALLEY AVA

Monika Lawrence, Mayor

Coco Umiker

PORT OF CLARKSTON

Wanda Keefer

**ADDENDUM NO. 9
TO AGREEMENT FOR
Wastewater Treatment Plant Engineering Services**

**between
KELLER ASSOCIATES, INC.
and
CITY OF CLARKSTON, WA**

KA Project # 209090-003

INTRODUCTION

This addendum modifies the Scope of Work and defines compensation for Engineering Services Provided during Design, and Construction between Keller Associates (“CONSULTANT”) and the City of Clarkston, WA (“OWNER”) under the original contract agreement dated September 16, 2009. Any conflicting provisions will be resolved in favor of this Addendum.

Based on the recommendations in the preliminary engineering report for upgrades to two (2) Clarkston lift stations, the OWNER has requested that CONSULTANT proceed with design and construction of Alternative #2 for the Sunrise Lift Station. This alternative includes the replacement of the existing pump equipment and reuse of the existing wet well. This addendum includes engineering services for the design, bidding, and construction phases.

The following scope and budget modifications are proposed to address the additional services required:

SCOPE OF WORK

Add Task 3.15 as follows:

Task 3.15: Sunrise Lift Station Design, Bidding & Construction

Consultant Tasks

1. **Project Management** – Establish a project schedule and budget, attend project meetings, provide oversight of project team, and provide coordination with OWNER and Sub-Consultants. In establishing a management budget, a ten-month duration is assumed.
2. **Design** – The following tasks are anticipated for Design:
 - a. **Supplemental Topographical Survey** – CONSULTANT to provide a field topographical survey of the existing lift station including existing utilities, top of wet well, surrounding area within 20 feet of pump station, manhole upstream of wet well including diameter, pipe inverts and rim elevation, lift station wet well interior including pipe inverts, and the force main discharge manhole including pipe inverts, rim elevation, and approximate distance from lift station. An AutoCAD base file will be developed from the survey for use as a background for the lift station improvements.

- b. Plans – CONSULTANT will prepare plans which will include demolition plans, horizontal control, existing utilities, mechanical, electrical, and supporting details.
- c. Specifications – CONSULTANT will prepare specifications including contract documents in accordance with City of Clarkston standards.
- d. Opinion of Construction Cost Estimates – Opinion of cost estimates will be prepared and submitted to the OWNER per the submittal summaries below.
- e. Design Phase Deliverables – CONSULTANT will submit plans at the 60% and 95% levels to the OWNER for design review, as well as a final bid set after final comments have been addressed. These will include the following:
 - i. 60% Design Review Submittal – CONSULTANT will submit plans and a specifications outline at the 60% level to the OWNER. This submittal will include the following:
 - o 60% Design Plans – 11x17 hardcopy and electronic copy (PDF)
 - o Specifications Outline (Table of Contents) – 8.5x11 hardcopy and electronic copy (PDF)
 - o 60% Opinion of Cost – 8.5x11 hardcopy and electronic copy (PDF)
 - ii. 95% Design Review Submittal – CONSULTANT will perform and internal quality control review, incorporate any changes and then submit contract documents at the 95% level to the OWNER with comments incorporated from the 60% Design Review Phase. This submittal will include the following:
 - o 95% Design Plans – 11x17 hardcopy and electronic copy (PDF)
 - o 95% Specifications – 8.5x11 hardcopy and electronic copy (PDF)
 - o 95% Opinion of Cost - 8.5x11 hardcopy and electronic copy (PDF)
 - iii. Final Submittal – Final comments received after the 95% Design Review Phase will be incorporated and the plans and specifications will be finalized for bid. The following documents will be distributed to the OWNER:
 - o Final Stamped Design Plans – 11x17 hardcopy and electronic copy (PDF)
 - o Final Stamped Specifications – 8.5x11 hardcopy and electronic copy (PDF)
 - o Final Cost Estimate – 8.5x11 hardcopy and electronic copy (PDF)
- f. Design Phase Project Meetings – The following meetings are anticipated during the design phase of the project:
 - i. Design Review Meeting #1 (60% Design). The purpose of this meeting will be to review 60% plans, an outline of the

specifications, and the preliminary opinion of cost prepared by the CONSULTANT. Meeting minutes will be prepared and distributed. OWNER comments will be incorporated into the project design if technically and economically feasible.

- ii. Design Review Meeting #2 (95% Design). The purpose of this meeting will be to review 95% plans and specifications, and an updated opinion of cost prepared by the CONSULTANT. Meeting minutes will be prepared and distributed. OWNER comments will be incorporated into the project design if technically and economically feasible.
3. **Bidding Services** – CONSULTANT will provide a draft advertisement for the OWNER'S use in the public advertisement process for bidding the construction project. CONSULTANT will conduct a pre-bid meeting, provide support during bidding and award to resolve questions, issue addendums, tabulate the bid proposals, analyze the responsiveness of the bidders, and make recommendations to award the contract. This task is based on one bid period. If rebidding is required, additional compensation may be requested. OWNER will pay for advertising costs.
4. **Construction Assistance** – CONSULTANT shall perform the following tasks for the Construction Phase:
 - a. Administration – Review contractor submittals, respond to request for information (RFIs), issue construction proposal requests (PRs), prepare construction change orders (COs) for execution by OWNER and the Contractor, perform substantial completion and final completion inspections and prepare punch lists, review contractor pay requests and make recommendations of payment to the OWNER, prepare record drawings, and prepare Operation and Maintenance (O&M) manuals.
 - b. Construction Phase Meetings – The following meetings are anticipated during the construction phase of the project:
 - i. Preconstruction Conference. The CONSULTANT will conduct this meeting at a location selected by the OWNER. The purpose of this meeting will be to review the overall project with the Contractor including construction schedule, expectations from the OWNER and CONSULTANT, submittals procedures, permits and project constraints.
 - ii. Construction Progress Meetings. One construction progress meeting will be held each month for a total of four (4) meetings. CONSULTANT will visit the construction site in connection with these meetings. These meetings shall include representatives of the OWNER and Contractor to discuss construction progress, project schedule, and to coordinate any issues or questions. Meeting minutes will be prepared and distributed by the CONSULTANT.
 - iii. Substantial Completion Walk-through. When requested by the Contractor, the OWNER and CONSULTANT will perform a substantial completion walk-through with the Contractor to

determine if the project is substantially complete. A punch list of outstanding items will be prepared by the CONSULTANT and issued to the Contractor. If the project requires more than one site visit to determine substantial completion, additional compensation may be requested.

- iv. Final Completion Walk-through. When requested by the Contractor, the OWNER and CONSULTANT will perform a final completion walk-through with the Contractor to determine if the project is complete. The substantial completion punch list will be reviewed, additional items noted, and a determination made by CONSULTANT. If the project requires more than two site visits to determine final completion, additional compensation may be requested.
- c. 11-Month Warranty Inspection – Consultant will provide a warranty inspection one month prior to warranty period expiration.
- d. Construction Phase Deliverables – CONSULTANT will provide the following construction phase deliverables to OWNER:
 - i. O&M Manuals – CONSULTANT will provide a Functional O&M Manual in accordance with the Criteria for Sewage Works Design Manual issued by the Washington Department of Ecology (Ecology). A final O&M Manual will be submitted to the OWNER and Washington Department of Ecology (Ecology).
 - o Final O&M Manual – Two (2) 8.5x11 hardcopy and electronic copy (PDF) to OWNER; One (1) electronic copy (PDF) to Ecology.
 - ii. Record Drawings – CONSULTANT will provide record drawings which will consist of the construction drawings with hand-drawn notes identifying any deviations, changes, or newly discovered information during the course of construction as prepared by Contractor.
 - o Record Drawings – 11x17 hardcopy and electronic copy (PDF)

5. **Construction Observation Services during the Construction Phase (Optional)** – The OWNER intends to perform daily construction observation. The CONSULTANT will be available to make special inspections at the request of the OWNER. For budgeting purposes, the CONSULTANT has assumed 20 hours per month for a two-month construction window. CONSULTANT will be compensated for this task on a time and materials basis.

Owner Tasks

1. The OWNER will provide access to the Sunrise Lift Station. It is anticipated that access will be needed at least once during the topographical survey. CONSULTANT will coordinate with the OWNER when access is needed.
2. Attend and host project meetings with the CONSULTANT.
3. Provide and comment on draft documents in a timely manner.
4. Provide information on existing utilities as available.

Schedule

The schedule below provides an approximate timeline for the project.

- 60% Design – 45 days from Notice to Proceed (NTP)
- 95% Design – 45 days from receiving Owner 60% Review comments
- Final Design – 15 days from receiving Owner 95% Review comments
- Ecology Review – Not Applicable
- Bidding and Award – 30 days
- Construction – 180 days

Compensation

As compensation for services to be performed by CONSULTANT, the OWNER will pay CONSULTANT as described in the following table. The total authorized budget amount shall not be exceeded without authorization from the OWNER. For time and material tasks, compensation will be according to the CONSULTANT’S standard billing rates updated annually in January.

Task	Cost	Type
Base Tasks		
3.15.1 – Project Management	\$ 5,200	Lump Sum
3.15.2 – Design	\$ 25,600	Lump Sum
3.15.3 – Bidding Services	\$ 4,700	Lump Sum
3.15.4 – Construction Assistance	\$ 12,900	Lump Sum
Total Base Tasks =	\$ 48,400	
Optional Tasks		
3.15.5 – Construction Observation Services	\$ 3,700	Time & Material
Total Base & Optional Tasks =	\$ 52,100	

FUTURE TASKS

The CONSULTANT will provide additional services as requested by the OWNER. These services will be completed on a separate lump sum basis with written authorization from the OWNER.

All other items of this agreement for engineering services dated September 16, 2009 and amended in previous addenda shall remain unchanged.

In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Addendum No. 9 to the Agreement in duplicate on the respective dates indicated below.

OWNER: CITY OF CLARKSTON, WA

CONSULTANT: KELLER ASSOCIATES, INC.

By: _____

By: _____
Rod J. Linja, P.E.

Title: _____

Title: President

Address: 830 Fifth Street
Clarkston, WA 99403

131 S.W. 5th Avenue, Suite A
Meridian, Idaho 83642