

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, APRIL 22, 2013**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
April 8, 2013 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 – April 16**
 - C. Public Works – April 17**
 - D. Administrative/Intergovernmental – April 22**
 - E. Community Development – no meeting**

- 7. UNFINISHED BUSINESS:**

- 8. NEW BUSINESS:**
 - A. GIS Mapping, Budget Amendment Request (PW)**
 - B. Keller Contract Amendment, Sludge Disposal Options (PW)**
 - C. Corp of Engineers Contract for Greenbelt Patrol (PS)**

- 9. COUNCIL COMMENTS**
- 10. MEDIA QUESTIONS**
- 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.

CLARKSTONCITY COUNCIL MINUTES

April 8, 2013

CALL TO ORDER: Mayor Warren, 7:00 P.M.

COUNCIL:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Beadles | <input checked="" type="checkbox"/> Nash |
| <input checked="" type="checkbox"/> Provost | <input checked="" type="checkbox"/> Baumberger |
| <input type="checkbox"/> Smith, excused | <input checked="" type="checkbox"/> Blackmon |
| <input checked="" type="checkbox"/> Manchester | |

STAFF:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Chief Hastings | <input checked="" type="checkbox"/> Chief Cooper | <input checked="" type="checkbox"/> PWD Martin |
| <input checked="" type="checkbox"/> Clerk Storey | <input checked="" type="checkbox"/> City Attorney Grow | |

AGENDA CHANGES:

APPROVAL OF MINUTES: MOTION BY BEADLES/NASH to approve the minutes of the March 25, 2013, Regular Meeting. Motion carried.

COMMUNICATIONS:

- A. From the Public
- B. From the Mayor
- C. From Staff

PWD Martin asked if council has had an opportunity to review his memo regarding signs at Gateway Park. Councilmember Beadles commented that he does not object to eliminating the signs. Martin said the original intent was to advertise community events, but it has evolved into an opportunity for all kinds of advertising. Council did not object to Martin taking action to eliminate the advertising signs at Gateway.

COMMITTEE REPORTS:

Finance Committee: Councilmember Provost reported all bills have been audited and approved. MOTION BY PROVOST/BEADLES to authorize payment of the bills, total expenditures for March 25, 2013 of \$425,386.06. Motion carried.

Public Safety: Councilmember Beadles reported that the committee met on April 2nd. Chief Cooper reported that the city did not receive a FEMA grant to purchase a new fire truck. Cooper is working on a radio repeater to be used by police and fire. The department is working on ways to increase retention of volunteers. Chief Hastings said he wants to surplus and trade four patrol cars and the current DARE vehicle for a newer DARE vehicle. The resolution is on the agenda. Two new video cameras have been installed in patrol cars.

Public Works: No meeting.

Admin Committee: Councilmember Manchester said committee met on April 8. There was no business to discuss.

Community Development: Councilmember Beadles reported that the committee met on April 2. Belinda said the Port feels the permit fees for sidewalks are too high and will discourage construction of new sidewalks. The Port has requested that the city place a moratorium on construction of storage buildings within the River Front Master Plan area, which is in the process of being updated. Beadles said that storage units are an outright use in the zone and it would be difficult to do anything to stop them. Dates were announced for this year's Alive after Five events.

UNFINISHED BUSINESS:

NEW BUSINESS

A. Resolution No. 2013-03, Surplus for Auction

Resolution No. 2013-03 was read by title. Clerk Storey said a revised list of items was provided. MOTION BY BEADLES/BAUMBERGER to approve Resolution No. 2013-03 as revised. Motion carried.

B. Resolution No. 2013-04, Surplus Police Vehicles

Resolution No. 2013-04 was read by title. Councilmember Nash asked if there will be any additional cost. Chief Hastings said it will be a straight trade and some equipment will be transferred from the old vehicle. Councilmember Beadles suggested the City should acknowledge Bill Beutler for all the assistance he gives the city in helping us obtain vehicles. Motion carried.

C. Proclamation – Arbor Day

MOTION BY BAUMBERGER/PROVOST to authorize the Arbor Day Proclamation. Motion carried. County Commissioner Shinn asked if there is a reason that the county was not included. Mayor Warren said that City of Lewiston prepares the proclamation and collects the signatures.

COUNCIL COMMENTS:

MEDIA QUESTIONS:

ADJOURNMENT:

Meeting adjourned at 7:15 p.m.

Vickie Storey, City Clerk

Kathleen A. Warren, Mayor

Total Fund Expenditures, 4/8/13	CK#53501-53575	\$159,394.46
Total Payroll, 3/31/13	CK #53440-53500	\$265,991.60

Public Safety Committee

April 16, 2013

Present Chief Hastings, Chief Cooper, Larry Baumberger, Bill Provost, Dick Jones, Terry Beadles

Chief Hastings presented the 2013 Corps of Engineers Park Patrol Contract. This contract for patrolling the park area along the Snake River mirrors previous year's agreement. The Committee recommends council approval of this agreement. (This will be an agenda item for council action).

Chief Hastings and the School Resource Officer will be attending training that is being presented by the FBI in Seattle. The training will focus on school security and safety issues.

Chief Cooper reports that ambulance revenues have increased this year. Medicare has initiated a 2% payment increase, however there will be an 8/10% funding decrease due to the sequester budget constraints. Call volume for ambulance services has increased this year.

There is a request from the EMS Council that Clarkston City Council appoint a citizen at large for membership on the EMS Council.

Chief Cooper discussed the Protection Class Report that will be conducted of our Fire Department to establish the current Protection Class for Clarkston in the near future.

We discussed the purchase of a new fire engine utilizing a purchasing group.

City of Clarkston
Public Works Director
829 5th St.
(509) 758-1662
(509) 769-6019fax

Memo

To: Council

From: James E. Martin, PWD

CC: Mayor Warren

Date: April 12, 2013

Re: GIS Mapping

During some recent review of our GIS mapping system it was discovered that the aerial photos that are in use are nearly seven years old. I believe we got the photos from an old agreement with the County. I've investigated and found that the latest photos available are from a 2012 flight done by Avista Corporation. These last flight photos may be the last for a number of years due to the expense. I think it prudent to update our photos to the latest version especially knowing that another update may be years away. Avista agreed to supply the mapping we need to cover our City limits and get the latest version. As expensive as the process is, we can get a pretty good deal at \$100.00 per tile with a \$75.00 processing fee. It does require 14 tiles to cover the City so we are looking at \$1,475.00 to update. Considering the GIS use over all the departments, I think we could split the cost and not affect any one budget significantly.

I will be discussing this in Public Works and Finance Committees.

Thanks,

Jim



**ADDENDUM NO. 5
TO AGREEMENT FOR
Wastewater Treatment Plant Engineering Services**

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

KA Project # 209090-000

INTRODUCTION

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

It is understood that there is concern with the future of the City's existing solids disposal to the EKO compost facility. The City desires the Consultant to provide a review of temporary and future disposal options for the Solids produced at the City's WWTP.

SCOPE OF WORK AND COMPENSATION

I. Engineering Services During the Construction Phase

Scope of Work includes a review to determine the amount of solids storage available at the City's WWTP. This amount of available storage will be used to estimate the amount of time the City would have to respond if an alternative solids disposal option was required. Up to four disposal options will be identified. A memo will discuss the pros and cons of each disposal option and the next steps to take if the City desires to pursue an option further. Anticipated options to be discussed include hauling to a landfill, steps for permitting class B land application, sludge drying for Class A production and disposal, and expanding the drying beds to compost a class A product on site. With each of these options the feasibility of yard waste disposal will also be discussed. The review does not include a cost analysis of the options. If further analysis is desired it will be handled in a future task order. The deliverable to the City will include a memo that summarizes the findings of the review and provides information on the alternative disposal options.

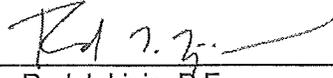
Task 3.12 shall be added as compensation for engineering services to review the solids disposal options as defined in the preceding paragraph. This task shall be FIRM FIXED PRICE METHOD. The FIRM FIXED PRICE is: Four thousand six hundred dollars (\$4,600.00).

All other items of this agreement for engineering services dated September 16, 2009 shall remain unchanged.

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

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER W68SBV30515464		PAGE 1 OF 30				
2. CONTRACT NO. W912EF-13-P-5037		3. AWARD/EFFECTIVE DATE 18-Apr-2013		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE		
7. FOR SOLICITATION INFORMATION CALL:			a. NAME			b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME		
9. ISSUED BY USAED, WALLA WALLA - CONTRACTING DIV. LANA J. MURRY 201 N. THIRD AVENUE WALLA WALLA WA 99362-1876 TEL: 509-527-7217 FAX: 509-527-7801			CODE W912EF	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS: 922120			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO LOWER GRANITE NATL RES MGT SEC NATURAL RESOURCES MANAGER 100 FAIR STREET CLARKSTON WA 99403-1943			CODE 960531	16. ADMINISTERED BY SEE ITEM 9						CODE
17a. CONTRACTOR/OFFEROR CLARKSTON, CITY OF 829 5TH ST CLARKSTON WA 99403-2696 TEL: 509-758-5541			CODE 4CQY7	18a. PAYMENT WILL BE MADE BY USAED, NATIONAL FINANCE CENTER 5722 INTEGRITY DRIVE MILLINGTON TN 38054-5005			CODE 964145		FACILITY CODE 4CQY7	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT			
SEE SCHEDULE										
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$5,109.44				
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:						
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31c. DATE SIGNED 18-Apr-2013			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) MARY M. VAN SICKLE / CONTRACTING OFFICER TEL: 509-527-7204 EMAIL: mary.m.vansickle@usace.army.mil						

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)

PAGE 2 OF 30

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Park Patrols FFP One Officer, Labor, Vehicle, Equipment, and Administration shall be provided by the Contractor for extra law enforcement park patrols within the City of Clarkston. Per the Performance Work Statement.	100	Hours	\$45.62	\$4,562.00
	Period of Performance: 1 May 2013 through 30 April 2014				
	Project No. 395044 FOB: Destination MILSTRIP: W68SBV305154640001 PURCHASE REQUEST NUMBER: W68SBV30515464				
				NET AMT	\$4,562.00
	ACRN AA CIN: W68SBV305154640001				\$4,562.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		4	Hours	\$45.62	\$182.48

Training
FFP

The Contractor shall provide one officer, equipment, and administration for two separate 2-hour training sessions in defensive tactics and self protection. The instructor shall be certified by the State of Washington to instruct defensive tactics and have full law enforcement authority. Per the Performance Work Statement, paragraph 5(c).

Period of Performance: 1 May 2013 through 30 April 2014

Project No. 395044
 FOB: Destination
 MILSTRIP: W68SBV305154640002
 PURCHASE REQUEST NUMBER: W68SBV30515464

NET AMT	\$182.48
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ACRN AA	\$182.48
CIN: W68SBV305154640002	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		8	Hours	\$45.62	\$364.96

Orientation Meeting
FFP

One-hour law enforcement orientation meeting.
Per the Performance Work Statement, paragraph Nos. 7 and 9(e).

Period of Performance: 1 May 2013 through 30 April 2014

Project No. 395044
 FOB: Destination
 MILSTRIP: W68SBV305154640003
 PURCHASE REQUEST NUMBER: W68SBV30515464

NET AMT	\$364.96
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ACRN AA	\$364.96
CIN: W68SBV305154640003	

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-MAY-2013 TO 30-APR-2014	N/A	LOWER GRANITE NATL RES MGT SEC NATURAL RESOURCES MANAGER 100 FAIR STREET CLARKSTON WA 99403-1943 509-751-0244 FOB: Destination	960531
0002	POP 01-MAY-2013 TO 30-APR-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	960531
0003	POP 01-MAY-2013 TO 30-APR-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	960531

ACCOUNTING AND APPROPRIATION DATA

AA: 96X31230000 082434 2520445L92010180 NA 96454
AMOUNT: \$5,109.44
CIN W68SBV305154640001: \$4,562.00
CIN W68SBV305154640002: \$182.48
CIN W68SBV305154640003: \$364.96

PERFORMANCE WORK STATEMENT

**2013 PERFORMANCE WORK STATEMENT
EXTRA LAW ENFORCEMENT SERVICES
LOWER GRANITE LAKE, CITY OF CLARKSTON, WA**

1. PWS

a. The Police Chief (POLICE) shall provide increased law enforcement services at the Corps of Engineers (CORPS) managed lands and parks described below. The CORPS has proprietary jurisdiction within Federal regulations over all project lands and waters, and the POLICE has jurisdiction and responsibility to enforce all state and local laws as may exist. Concurrent patrol and enforcement service by both the CORPS and the POLICE is an optimal approach to assuring a safe and healthful environment for public use of project lands and waters. The increased law enforcement services to be provided by the POLICE shall be in accordance with this performance work statement.

b. The POLICE shall provide all personnel, vehicles, vessels, materials, and supplies and other items and services as necessary to provide the law enforcement services as defined in this performance work statement. This contract is a firm-fixed price contract where POLICE methods are generally not constrained or directed.

2. DESCRIPTION OF WORK AREA

a. The work area covered by this contract includes CORPS administered lands and waters within City of Clarkston. Principal areas covered by this contract are recreation and visitor access sites on Lower Granite Lake and the lake itself.

b. Recreation areas administered by lessees are not included as part of the work area; however, the CORPS recognizes the need to patrol the lands and waters adjacent to these sites. The CORPS also recognizes the occasional need to follow recreators onto leased sites. For these purposes, the CORPS considers the leased parks as part of the work area.

3. PERIOD OF PERFORMANCE

The Period of Performance is 1 May 2013 through 30 April 2014.

4. NORMAL LEVEL OF SERVICES (NON-CONTRACT HOURS)

The POLICE currently provide basic levels of patrol service on CORPS administered lands and waters within City of Clarkston as part of their existing law enforcement duties. This basic level of service varies from year to year depending on circumstances. This contract provides for increased patrols during periods of peak visitation. All patrols shall be strategically planned to enhance visitor safety and to provide visitor protection.

5. PERFORMANCE WORK STATEMENT

The POLICE shall provide law enforcement patrols in the work area as described below:

a. General

(1) All officers providing law enforcement services (whether reserve or regular) shall be certified by the State of Washington and have full law enforcement authority. The primary emphasis of these patrols shall be to facilitate accident prevention, provide visitor security,

promote safety, and provide emergency services to ensure safe and healthful public use of project lands and waters. Foot patrols are included as part of the services described above.

b. Park Patrol

(1) Park patrols shall be conducted per the schedule adopted by both parties upon award of this contract and as further scheduled monthly. These hours are in addition to the normal level of service. Park patrols shall be scheduled for weekends and other periods of peak reservoir use. Additional days may be scheduled on weekends or weekdays as deemed necessary by the POLICE or the COR based on the need for patrol coverage and available resources. Emphasis shall be placed on afternoon and evening patrols during peak visitation periods.

(2) Park Patrols shall consist of one properly-equipped vehicle and at least one uniformed officer.

(3) Patrols on the recreation trails may also be done on foot or on bicycle. While patrolling on bicycle, all officers shall be required to wear a safety helmet.

(4) Should inclement weather, mechanical breakdown, or other conditions beyond the control of the POLICE arise, so as to reduce the patrol on a particular day, the lost time may be made up on another day when additional patrolling is considered necessary.

c. Training

(1) Officers providing training services to Corps personnel shall be certified by the State of Washington to instruct defensive tactics and have full law enforcement authority. The primary emphasis of training is to teach Corps personnel with Citation Authority the basics of self protection.

(2) Training shall be conducted in two separate two-hour blocks.

d. Orientation Meeting

(1) The POLICE shall attend a one (1) hour orientation meeting conducted by the CORPS at a time and location to be mutually arranged. A maximum of eight (8) hours shall be allowed under this contract for the orientation meeting.

6. SCHEDULE

a. Patrols shall be scheduled for days and times when highest visitation and/or problems are anticipated, with special emphasis on holidays and weekends.

b. Park Patrols: Patrol hours shall be performed in accordance with the mutually agreed upon schedule. This contract shall not exceed 100 hours. Any hours over this maximum will not be paid by the CORPS, unless prior approval has been granted by the CORPS.