CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, JANUARY 13, 2025

1. **REGULAR MEETING CALL TO ORDER:** **7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: December 23, 2024 Regular Meeting**

5. **COMMUNICATIONS:**
   - A. **From the Public:**
   - B. **From the Mayor:**
   - C. **From Staff or Employees:**

7. **COMMITTEE REPORTS:**
   - A. **Finance/Admin – Audit Report on Current Bills**
   - B. **Public Safety – Did not meet**
   - C. **Public Works – 1/7/2025**
   - D. **Outside Organizations – Visit LC Valley, Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

8. **UNFINISHED BUSINESS: None**

9. **CONSENT AGENDA:**
   - A. **WSDOT Supplement Agreement 9(Revised) – Keller Associates (Public Works)**
   - B. **Resolution 2025-01, Inventory and Disposition of the City Assets Policy (Finance/Admin)**
   - C. **Resolution 2025-02, Personnel Policy 506 HRA/VEBA (Finance/Admin)**
   - D. **Resolution 2025-03, Personnel Policy 507 LEOFF Health & Welfare Trust (Finance/Admin)**

10. **NEW BUSINESS:**
    - A. **Appointment of Standing Committees & Outside Organization Representation**
    - B. **Selection of Mayor Pro Tempore**
    - C. **Ordinance 1726 – Zone Text Amendment – 1st Reading (Finance/Admin)**

11. **COUNCIL COMMENTS:**
12. **QUESTIONS FROM THE PRESS:**
13. **EXECUTIVE SESSION: None**
14. **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.

Individuals with disabilities may request reasonable accommodations by calling (509) 758-5541 at least three days prior to meeting.

CLARKSTON CITY COUNCIL MINUTES
December 23, 2024

ROLL CALL: Skate Pierce, Russ Evans, David Vinton, Sheila McDougall and Sarah Reaves. Robin Albers attended telephonically. Pat Holman absence was excused on MOTION BY PIERCE/EVANS. Motion Carried.

STAFF: Clerk Frost, Chief Hastings, PWD Dimmick and Attorney Hanson

AGENDA CHANGES: Add "New Association" to be discussed during Executive Session.

APPROVAL OF MINUTES: Minutes of the December 9, 2024 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. **From the Public:** None

B. **From the Mayor:** None

C. **From Staff or Employees:** None

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the December 23, 2024 period of $709,137.91 and the October and November end of month of $470.77 and $428.90, respectively. MOTION BY VINTON/MCDOUGALL to approve the paying of the bills. Motion Carried.
Public Safety: Mayor Lawrence advised that the minutes were included in the packet.
Public Works: Mayor Lawrence advised that the minutes were included in the packet.
Outside Organizations: Mayor Lawrence advised that any minutes were included in the packet.

UNFINISHED BUSINESS:

A. **Ordinance 1721, Amending CMC 17.21 Fencing – 2nd Reading (Public Works)** Clerk Frost read the Ordinance by title. MOTION BY EVANS/VINTON to adopt the Ordinance. Motion Carried.
B. **Ordinance 1722, Sanitation Rates – 2nd Reading (Public Works)** Clerk Frost read the Ordinance by title. MOTION BY VINTON/MCDOUGALL to adopt the Ordinance. Motion Carried.
C. **Ordinance 1723, 2024 Budget Amendment – 2nd Reading (Finance/Admin)** Clerk Frost read the Ordinance by title. MOTION BY PIERCE/REAVES to adopt the Ordinance. Motion Carried.
D. **Ordinance 1724, 2025 Budget – 2nd Reading (Finance/Admin)** Clerk Frost read the Ordinance by title. MOTION BY VINTON/MCDOUGALL to adopt the Ordinance. Motion Carried.

CONSENT AGENDA: MOTION BY VINTON/EVANS to approve the Consent Agenda. Motion Carried.

A. **Resolution 2024-11, 2025 Position Allocation (Finance/Admin)**
B. **Resolution 2024-12, Non-Represented Salaries (Finance/Admin)**
C. **Support Services Agreement, Victim/Witness Services – Deborah Grandorff (Finance/Admin)**
D. **Contract for Indigent Defense Services, 2025 – Neil P. Cox (Finance/Admin)**
E. **Asotin Co. Superior Court Master Odyssey Portal Registration (Finance/Admin)**
F. **Interlocal Agreement, License for Impound Storage Lot – Port of Clarkston (Finance/Admin)**

NEW BUSINESS:

A. Ordinance 1725, Zone Text Amendment – 1st Reading (Finance/Admin) Clerk Frost read the Ordinance by title. Vote will be at the next meeting.

COUNCIL COMMENTS: Couniclmember Evans thanked Sheriff Hilderbrand, Undersheriff Brown and Police Chief Hastings for giving Public Safety Committee a tour of the new jail and thanked them for their efforts in building a nice jail. Councilmember Pierce thanked them as well and wished everyone a Merry Christmas.

PRESS QUESTIONS: None

EXECUTIVE SESSION: Real Estate & New Association
Mayor Lawrence advised that council would be entering into Executive Session regarding Real Estate and a new Association at 7:11pm. The session is expected to last 15 minutes, and no decision will be made as a result of the meeting. At 7:26pm Council returned to regular session.

ADJOURNMENT:
Meeting adjourned at 7:27pm

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 12/23/24	Ck # 79697-79735	$489,522.27
Payroll 12/20/24	Ck # 79683-79695	$219,615.64
Total Fund Expenditures October EOM		$470.77
Total Fund Expenditures November EOM		$428.90

January 7, 2025

Public Works Meeting

Attendees: Becky Smith, David Vinton, Mike Dimmick- Public Works Director, Robin Albers

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Bridge/2nd/Diagonal Roundabout Supplemental Agreement Request

Keller Associates, Inc. submitted an additional budget request of $17,248.27. The purpose of said request is to cover additional expenses for "construction administration services" and "additional construction testing". Director Dimmick plans to work with the state of Washington to fund this request. Due to the need for project completion, the committee recommends approval of the supplemental agreement to the Council.

Washington State
Department of Transportation

Supplemental Agreement Number 9 (Revised)	Organization and Address Keller Associates, Inc. 733 5th Street, Suite A Clarkston, WA 99403 Phone: 509-295-6095	
Original Agreement Number		
Project Number STPUS-9902 (036)	Execution Date 12/21/2023	Completion Date 6/30/2025
Project Title Bridge Street/Diagonal Street/2nd Street Intersection	New Maximum Amount Payable $639,696.60	

Description of Work

This supplement adds additional budget for Stage 4 Construction Phase services to the previously executed agreement. This supplement increases the budget to cover additional expenses for construction administration services, as well as additional construction testing budget.

The Local Agency of City of Clarkston
desires to supplement the agreement entered in to with Keller Associates, Inc.
and executed on 7/26/2021 and identified as Agreement No.
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See Original Agreement Attachment A and Attachment B - Supplement #9. The originally signed Supplement #9 (Art Plan Services) is effectively replaced with this supplement.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: The completion date is unchanged as part of this supplement.

III

Section V, PAYMENT, shall be amended as follows:

See exhibits for additional compensation requested and backup documentation.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Stillman Norton, Keller Associates

Stillman Norton

Consultant Signature

By: Mayor Monika Lawrence

Approving Authority Signature

Date

DOT Form 140-063
Revised 09/2005

Exhibit "A"
Summary of Payments

	Previous Agmt & Supplements	Supplement	Total
Direct Salary Cost	$112,609.45	$8,353.84	$120,963.29
Overhead (Including Payroll Additives)	$192,516.16	$14,571.60	$207,087.76
Direct Non-Salary Costs	$214,238.95	$17,248.27	$231,487.22
Fixed Fee	$75,023.03	$5,135.30	$80,158.33
Total	$594,387.59	$45,309.01	$639,696.60

CONSULTANT NAME: KELLER ASSOCIATES, INC. FINAL 12/09/2024
LOCAL AGENCY: CITY OF CLARKSTON
PROJECT NAME: Bridge Street / Diagonal Street / 2nd Street Intersection
PROJECT NO. STPUS-9902(036)

Supplement #9 hours only. See prior supplements for additional hours.

Work Task	Principal	Project Manager	Project Engineer	Clerical	TOTAL
4.1 BIDDING SUPPORT					
1.0 Advertisement for Bid					0.0
2.0 Pre-Bid Conference					0.0
3.0 Address Contractor Questions					0.0
4.0 Issue Addenda					0.0
5.0 Bid Opening					0.0
6.0 Bid Evaluation					0.0
7.0 Contract Award					0.0
Subtotal	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
4.2 CONSTRUCTION INSPECTION					
1 Preconstruction Conference					0.0
2 Submittal Review					0.0
3 Minimum Testing Frequencies					0.0
4 RFI Review					0.0
5 Issue Proposal Requests					0.0
6 Prepare Construction Change Orders					0.0
7 Review Contractor Pay Requests					0.0
8 Construction Inspection					0.0
9 Construction Administration	4.0	30.0	24.0	60.0	118.0
10 Construction Progress Meetings					0.0
11 Substantial and Final Completion					0.0
12 As-Built Documents					0.0
Subtotal	**4.0**	**30.0**	**24.0**	**60.0**	**118.0**
4.3 CONSTRUCTION ADMINISTRATION					
1 Invoices					0.0
2 Construction Progress Reports					0.0
3 Project Coordination		16.0	24.0	30.0	70.0
					0.0
Subtotal	**0.0**	**16.0**	**24.0**	**30.0**	**70.0**
4.4 QUALITY ASSURANCE TESTING					
1 Field Testing		10.0	20.0	10.0	40.0
2 Laboratory Testing					0.0
Subtotal	**0.0**	**10.0**	**20.0**	**10.0**	**40.0**
GRAND TOTAL	**4.0**	**56.0**	**68.0**	**100.0**	**228.0**

CONSULTANT NAME: KELLER ASSOCIATES, INC. **FINAL 12/09/2024**
LOCAL AGENCY: CITY OF CLARKSTON
PROJECT NAME: Bridge Street / Diagonal Street / 2nd Street Intersection
PROJECT NO. STPUS-9902(036)

A. SUMMARY ESTIMATED LABOR COSTS (Prime Consultant Only)

		Man-Days		Man-Hours		Hrly Rate			Raw Labor Cost
1	PRINCIPAL	0.50	=	4.00	@	$70.67	=	$	282.68
2	PROJECT MANAGER	7.00	=	56.00	@	$50.72	=	$	2,840.32
3	PROJECT ENGINEER	8.50	=	68.00	@	$41.63	=	$	2,830.84
4	CLERICAL	12.50	=	100.00	@	$24.00	=	$	2,400.00
				TOTAL RAW LABOR COST			=	**$**	**8,353.84**

B. WSDOT APPROVED INDIRECT COST RATE (ICR)

Total Raw Labor Cost		Approved Rate			
$ 8,353.84	X	**174.43%**	=	**$**	**14,571.60**

C. CONSULTANT FEE (Prime Consultant)

Total Raw Labor & Overhead		NET FEE			
$22,925.44	X	**22.40%**	=	**$**	**5,135.30**

Sub-Total (A + B + C) $ 28,060.74

D. OUT-OF-POCKET EXPENSE SUMMARY (Prime Consultant)

		Estimated Amount		Unit Cost			Estimated Expense
1	Mileage	0	@	$ 0.560	=	$	-
2	Recording Fees	0	@	$ 300.000	=	$	-

TOTAL ESTIMATED EXPENSE = $ -

SUBTOTAL (Prime Only) = $28,060.74

E. SUBCONSULTANTS (See attached breakdown)

1 GeoProfessional Innovation Subtotal = $ 17,248.27

SUBTOTAL (Subconsultants Only) = $17,248.27

TOTAL (Prime + Subconsultants) = $45,309.01

CONSULTANT NAME: KELLER ASSOCIATES, INC. **FINAL 12/09/2024**
LOCAL AGENCY: CITY OF CLARKSTON
PROJECT NAME: Bridge Street / Diagonal Street / 2nd Street Intersection
PROJECT NO. STPUS-9902(036)

Consultant Fee Calculation Worksheet

Adopted from WSDOT Consultant Fee Calculation Worksheet

Factor	Rate	Weight	Value
Degree of Risk	25	0.17	4.25
Relative Difficulty of Work	20	0.17	3.40
Size of Job	15	0.35	5.25
Period of Performance	15	0.17	2.55
Assistance by State	15	0.35	5.25
Sub-consulting	10	0.17	1.70
Total			22.40

Degree of Risk			0.17
No risk, or very small risk	0.17		
Higher risk, agreements with options	0.35		
Relative Difficulty of Work			0.17
Simple job	0.17		
Most difficult and complex	0.35		
Size of Job	$ 45,309		0.35
> $10,000,000	0.17		
$5,000,000 - $10,000,000	0.17 - 0.21		
$100,000 - $5,000,000	0.21 - 0.34		
< $100,000 agreement total	0.35		
Period of Performance	1	months	0.17
less than 2 months	0.17		
24 months or longer	0.35		
Assitance by State			0.35
State provides many items	0.17		
few items provided by State	0.35		
Sub-Consulting	38%		0.17
all by prime consultant	0.17		
40% or more by subconsultant	0.35		

RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, ADOPTING A POLICY FOR THE RECORDING, INVENTORY AND DISPOSITION OF THE CITY ASSETS

WHEREAS, accountability for the fixed assets of the City of Clarkston is required to make certain that public property is adequately protected and its use is properly managed; and

WHEREAS, recording the acquisition and disposal of fixed assets and performing an annual inventory to reconcile those records will ensure accountability;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston, Washington, as follows:

1) A policy is hereby established that a property management system, hereafter referred to as Procedures for Fixed Asset Control, is established and will include specific items of real property (fixed assets) that:
    a. Are tangible in nature; and
    b. Have a life span longer than one (1) year; and
    c. Has a significant value of $5000 or more; or
    d. Is a "small and attractive" asset with a value less than $5000 but more than $750. Note: Steps to determine what constitutes a small and attractive asset can be found in Appendix A of the Procedures for Fixed Asset Control.

2) The Finance Department will have custody of the property records and prepare the annual inventory reconciliation documents.

3) Assets will be recorded with permanent numbered tags which will be affixed to each asset, apart from those exceptions as listed under section **C. PHYSICAL TAGGING** in the Procedures for Fixed Asset Control.

4) A physical reconciliation of the inventory will be completed each year and will verify the existence and the condition of capital assets.
    a. The annual inventory will be completed by no less than two individuals working together. One individual assisting in the inventory process will be a member who is not ordinarily associated with the department of which the inventory reconciliation is being performed.
    b. It is strongly encouraged that "spot inventory reconciliations" be performed by department supervisors periodically throughout the year, as well.

5) Results of the annual inventory reconciliations will be reported to the Finance Department.

DATED this 13th day of January, 2025.

____
Monika Lawrence, Mayor

ATTEST: ______________________________
Rachel Frost, City Clerk

RESOLUTION NO. 2025-01
PROCEDURES FOR FIXED ASSET CONTROL

PURPOSE: To establish procedures for property management to account for the City's fixed assets and small and attractive assets, in compliance with the recommendations set forth in BARS 3.3.8 Capital Assets Management.

Fixed Assets are defined as: items costing $5000 or more and having an anticipated life span of more than one (1) year.

Small & Attractive Assets are defined as: items costing less than $5000 but more than $750 and having an anticipated life span of more than one (1) year. Small and attractive assets may be susceptible to theft or misuse for various reasons. Items found to be determined "small & attractive" will be inventoried the same as fixed assets.

A. CLASSIFICATION AND RECORDING

Classification is used to determine the dollar limits for inclusion in the property management system and to assist in determining the numbering sequence and type of tagging to be used.

1. CLASSIFICATION
   - Land: includes all land parcels acquired for building sites, parks, recreation, etc.
   - Buildings: includes all buildings or permanent structures which serve as buildings. Permanently attached fixtures installed during construction are considered a part of the building.
     - The subsequent addition of equipment to a building will be recorded as "Machinery & Equipment"
     - Major improvements, such as additions to buildings, should be added when complete
   - Improvements Other Than Buildings: includes such things as park facilities (ie. playground equipment, benches, etc), sidewalks and parking lots.
   - Machinery and Mobile Equipment: includes all motor vehicles, trailers, graders, tractors, mowers, etc., where the unit cost exceeds $5000.
   - Office Equipment: includes all office equipment where the unit cost exceeds $5000.
   - Office Furniture: includes all office furniture where the unit cost exceeds $5000.
   - Other Machinery and Equipment: includes all other machinery and equipment where the unit cost exceeds $5000.
   - Small & Attractive Assets / Small Tools/Minor Equipment: includes items of an attractive nature where the unit cost is less than $5000 but more than $750.
     - Small & Attractive Assets are anticipated to last longer than one year but may be susceptible to theft or misuse.
     - Steps to determine whether an item is considered "Small & Attractive" are found in Appendix A.
     - Items determined to be small and attractive are included as "fixed assets" in this "Procedures for Fixed Asset Control"

2. RECORDING

- Record fixed asset costs and other relevant data from the invoices or supporting documents to the Asset Information Sheet (attached as Appendix B).
  - Asset Tag: select the next fixed asset control number from the schedule of control numbers.
  - Asset Classification Code: use from classification codes list at bottom of the sheet. This code will correspond with the object code used the expense line.
  - Asset Description & Make: give a detailed description, including any distinctive features and the make. If the asset is land or buildings, include the legal description of the property.
  - Asset Serial /Model #: provide the manufacturers serial number and model number.
  - Vendor Name/Address: include both name and address.
  - Invoice # - Date – Invoice Amt.: complete all necessary information as given on the vendor invoice into the corresponding boxes.
  - Fund Source: Complete the designation of the funding source. Note that federal and grant funds may have specific asset control and disposition guidelines that exceed those within this Procedures for Fixed Asset Control that must be adhered to. Be sure to list the fund source and associated fund number.
  - Estimated Life: list the estimated life span of the purchased item.
  - Location: the actual location of the item and the name/title of the individual responsible for the item is necessary here.
  - Condition: use from condition code list at the bottom of the sheet.
  - Maintenance/Repairs/Other section: record major maintenance, repairs or additions to the asset in this section.
  - Asset Disposal Information: complete this section when disposing of a fixed asset.
    - Any assets being disposed of must be verified by a second party.
    - Any disposition of items must follow the guidelines found in section **F. DISPOSAL OF FIXED ASSETS.**

B. FIXED ASSET INVENTORY LOG

1. A Fixed Asset Inventory Log (see example Appendix C attached) will be maintained by the Finance Department.
   - The Fixed Asset Inventory Log will record in one location the information provided on the Asset Information Sheet.
   - The Fixed Asset Inventory Log will record all City fixed assets and the disposition thereof.
2. Annual inventory reconciliation sheets and asset information sheets, along with all corresponding invoices and supporting documents, are to be provided to the Finance Department for recording in the Fixed Asset Inventory Log of each department.
3. Disposition information is to be provided on an Asset Information Sheet and filed with the Finance Department for recording such dispositions in the Fixed Asset Inventory Log.

C. PHYSICAL TAGGING

Assets such as vehicles, buildings, other improvements to vehicles and buildings, and land are assigned sequential numbers in the records; however, they are not physically tagged with such number. All other assets will be physically tagged, as possible, to aid in obtaining a record of the property belonging to the City in a conscientious and determined effort to improve and maintain control and financial reporting of City assets.

1. Each department, upon additions or deductions of assets within their department, will complete an Asset Information Sheet as provided by the Finance Department.
   - The department will complete as much of the Asset Information Sheet as is available.
2. A sequentially numbered asset tag is to be placed on new acquisitions as determined above.
   - The asset tag number for new acquisitions is to be recorded on the Asset Information Sheet.
3. Once an asset is tagged and recorded all supporting documentation should be provided to the Finance Department for recording in the Fixed Asset Inventory Log, including:
   - Completed Asset Information Sheet
   - Copies of vendor invoices

D. ANNUAL FIXED ASSET INVENTORY

The existence and condition of all fixed assets owned by the City should be verified annually through an inventory reconciliation process.

- The Finance Department will provide departments with a reconciliation form listing currently inventoried assets for each department.
- No less than two individuals, one of which preferably being from a separate department, shall perform a complete and thorough inventory.
- Note should be made of all assets that are not available to be inventoried, with explanation of why:
  - Item was disposed of and when; or
  - Item out for repair; or
  - Item being reported as missing; etc.
- **A thorough search of missing assets should be made and all appropriate responsible persons should be notified of the missing asset.**
- The location of each asset should be noted.
- The condition of each asset should be noted,
  - N = New; G = Good; F = Fair; P = Poor
- A note of fixed assets not on the inventory sheets provided should be made and a completed Asset Information Sheet should be completed for said asset.
- The condition and use of buildings, including ancillary and permanent structures which serve as buildings, and land improvements owned by the City will be checked and records updated during an annual review.

E. ADDITION OF FIXED ASSETS

An Asset Information Sheet should be completed and a tag number assigned and attached, as previously determined in C. PHYSICAL TAGGING, to each new fixed asset.

- Provide the following to the Finance Department upon acquisition of a fixed asset:
  - Completed Fixed Asset Information Sheet
  - Copy of the invoice for any purchase
  - Copy of all lease agreements and purchase contracts/agreements

- Summary of completed construction projects, including:
  - Worksheets that itemize costs of assets constructed in-house
  - Contractor and subcontractor agreements and invoices

F. DISPOSAL OF FIXED ASSETS

When a fixed item is no longer used by the City, either because it is in poor condition or because needs have changed, consideration should be given to disposing of the asset. The status of assets should be observed and recorded during the annual inventory reconciliation. Items in these categories should be called to the attention of the administration so proper disposition can be made.

Disposition must be in compliance with state law, procedures adopted by the City, and rules governed by the federal and/or grant funding sources provided in the acquisition of certain assets.

Before an asset is disposed of a notice that the property is being considered for surplus should be circulated to other departments to enable them to consider transferring said asset for use in their department.

All dispositions of fixed assets are to be verified by a second party.

When the decision to surplus or disposal of an item is made the disposition section of the Fixed Asset Information Sheet is to be completed and given to the Finance Department. The Finance Department will make disposition record in the current year Fixed Asset Inventory Log and will file the asset information of the dispossessed item as inactive. The dispossessed asset will be removed from the Fixed Asset Inventory Log in the next calendar year.

City officials and certain administrative officers and staff may be restricted from purchasing surplus property due to conflict of interest concerns. Those who are involved in the decision to surplus property and those in charge of administering the sale, including council, mayor, city clerk/treasurer, deputy clerk or other city officers, should not be eligible to purchase the property.

1. **Disposing of Real Property: Land, Buildings**
   a. Real property owned by the City may be declared surplus by the City Council after the following procedures have been completed:
      i. A written report with a description of the parcel, including parcel size, legal description and general location;
      ii. A recommendation as to which fund or funds the proceeds from the sale of said property should be credited;
      iii. Recommendations as to whether any special covenants or restrictions should be imposed in conjunction with the sale;
      iv. Listing parcel as "as is, where is" condition, and all services to be the responsibility of the purchaser of said property;
      v. Property must be surveyed by a certified land surveyor;
      vi. City must obtain an appraisal of the property by a certified appraiser, in keeping with the standards of the Washington State Constitution Article VIII, Section 7.
   b. Certain conditions of the acquisition of the property to the City may require a public hearing for the Council to declare the parcel as surplus. Notice of the hearing shall be published in the local newspaper and mailed to all property owners within 300 feet of

the subject property not less than 10 days prior to the hearing. A hearing is required should the property be subject to any or all of the following conditions:

   i. If the property was originally acquired for public utility purposes (RCW 35.94.040);
   ii. If the property or improvements to the property were acquired through the award of a state grant (follow the specifications of the grant awarded) or federal grant (see 2 CFR Part 200 Subpart D).
   iii. When the disposition of the property from the City is to an intergovernmental entity *and* the value of the property is more than $50,000 (see RCW 43.09.10 and RCW 39.33.010 and RCW 39.33.020).

c. Procedures: Unless authorized for a special disposition process by the City Council and Mayor of the City real property declared as surplus may be disposed of for a reasonable return by any of the following means as determined by resolution of the Council:
   i. Sealed bid
      1. Where a subject property is sold by sealed bid, any and all bids submitted must be accompanied by a bid deposit in the form of a cashier's check payable to the City of Clarkston by a predetermined amount established by the City Council. Such deposit accompanying the successful bid shall be deposited into escrow until closing on the purchase and payment of the remaining purchase price is made at which time the deposit will be applied to the purchase price. Closing on the purchase is to be made within 30 days of award of successful bid. In the event the purchase is unable to pay the remaining amount within the required time the earnest money deposit shall become nonrefundable and shall be retained by the City as liquidated damages and not as penalty; providing, however, that the purchaser may, at his/her option, deposit an additional matching deposit as an extension fee, in which case his/her period for closing the purchase to make full payment to the City shall be extended an additional 60 days, with an additional $1000 to be retained by the City from such extension as liquidated damages relevant to the additional lost time and expenses.
   ii. Auction
      1. Where property is sold at auction, the prevailing bidder must immediately tender a cash deposit or certified check payable to the City of Clarkston for deposit in to escrow as earnest money in an amount predetermined by Council. Such deposit accompanying the successful bid shall be deposited into escrow until closing on the purchase and payment of the remaining purchase price is made at which time the deposit will be applied to the purchase price. Closing on the purchase is to be made within 30 days of award of successful bid. In the event the purchase is unable to pay the remaining amount within the required time the earnest money deposit shall become nonrefundable and shall be retained by the City as liquidated damages and not as penalty; providing, however, that the purchaser may, at his/her option, deposit an additional matching deposit as an extension fee, in which case his/her period for closing the purchase to make full payment to the City shall be extended an additional 60 days, with an additional $1000 to be retained by the City from such extension as liquidated damages relevant to the additional lost time and expenses.

iii. Negotiated sale

1. Where property is sold by negotiated sale, the purchaser must tender a predetermined amount set by Council by cash deposit or certified check payable to the City of Clarkston within three business days of the execution of a purchase and sale agreement for said property. Such deposit accompanying the successful bid shall be deposited into escrow until closing on the purchase and payment of the remaining purchase price is made at which time the deposit will be applied to the purchase price. Closing on the purchase is to be made within 30 days of award of successful bid. In the event the purchase is unable to pay the remaining amount within the required time the earnest money deposit shall become nonrefundable and shall be retained by the City as liquidated damages and not as penalty; providing, however, that the purchaser may, at his/her option, deposit an additional matching deposit as an extension fee, in which case his/her period for closing the purchase to make full payment to the City shall be extended an additional 60 days, with an additional $1000 to be retained by the City from such extension as liquidated damages relevant to the additional lost time and expenses.

d. Transfer of Title: The title to any City property sold by any means shall not be transferred until the purchase price thereof has been paid in full.

e. Form of Conveyance: Conveyances shall be made by quitclaim deed or statutory warranty deed.

f. Closing Costs: All closing costs, exclusive of deed preparation, shall be borne by the purchaser, including, but not limited to, survey work, title insurance if desired, recordation costs, brokerage and escrow fees if applicable, and the costs.

g. Sale to Abutting Property: If the subject property can only be put to its highest and best use when aggregated with an abutter's property because of its size, shape, topography or other restrictions, the subject property may be negotiated for sale to the abutter, provided:

   i. The abutter is willing to purchase the property for the appraised value of the property;

   ii. If more than one qualifying abutter expresses interest in purchasing the property the Council may solicit sealed bids from all; and

   iii. A person shall not be deemed an abutter if a right-of-way separates his/her property from the subject property unless the City has agreed to vacate the right-of-way in question or purchase will allow a higher and better use of the abutter's property not otherwise permitted.

h. Statutory Exceptions: Certain City ordinance's and provisions of the Revised Code of Washington impose special conditions for the disposition of municipal property. Where necessary, City officials shall comply with those laws, treating them as limited exceptions to this resolution.

APPENDIX A

RISK ASSESSMENT – NONCAPITALIZED ASSETS

This risk assessment is to be used to help you determine whether an item not meeting the $5000 threshold of a capital asset should require handling of an item as a small and attractive asset.

Examples of noncapitalized assets:

- Computers, laptops, tablets, notebooks, monitors, shop tools, shop equipment, power tools, radios, smart phones, cameras, law enforcement weapons, safety equipment, televisions, audio-visual equipment, GPS devices, microscopes, medical devices and optical devices, binoculars, telescopes, etc.

Step 1: Does the item fall within the parameters of A. CLASSIFICATION within the Procedures for Asset Control?

- Is the value of the item less than $5000 but more than $750?
- Is the item considered an "attractive" item and anticipated to last longer than one year but may be susceptible to theft or misuse?

  If you answered yes to both of the questions above, use sound judgment in answering the following questions to determine whether to include this item as a small and attractive asset:

  1. Would the public expect the City to have strong safeguards over this item?
  2. Is this item susceptible to theft or resale?
  3. Is this item easily converted to personal use?
  4. Is this item likely to go unnoticed as missing or broken (is the item frequently unused)?
  5. Has the City experienced past problems with missing or damaged items of this type?
  6. Is this item dangerous and does it present a safety risk to the public?
  7. Could the loss of this item expose the City to certain business risks (ie. data breach, lawsuit, accident, safety issue or reputational harm)?
  8. Was this item purchased using federal funds? If so, does the awarding agency or Uniform Guidance require you to follow certain requirements?
  9. Was this item acquired through a federal surplus program? If so, does the City have special requirements for asset tracking?
  10. Was this item purchased using other grant funds that may have special asset tracking requirements?

Step 2: For each identified risk, determine the likelihood it will occur and how much it could impact the City. Consider hypothetical situations and specialized equipment susceptible to resale.

- To protect the assets of the City it is always prudent to record an item as a small and attractive asset when performing the above risk assessment does not give a clear picture that it is not necessary to do so.

Note: This assessment has been adapted from "APPENDIX A – How to perform a risk assessment" in the "Best practices for tracking small and attractive assets" published by the Center for Government Innovation at the Office of the Washington State Auditor.

RESOLUTION NO. 2025-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, PERSONNEL POLICY 506 HRA/VEBA.

WHEREAS, the City of Clarkston desires to adopt a policy governing the contribution of eligible paid time accrual cashouts of exempt staff upon retirement;

WHEREAS, the HRA/VEBA policy is located in the personnel policies section Employee Benefits;

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

Section 1. **POLICY 506 HRA/VEBA**

All retiring exempt employees not covered by a Collective Bargaining Agreement will contribute all eligible paid time off accrual cashouts to the City sponsored HRA/Veba plan. These contributions will be made on a pre-tax basis through the City's Section 125 plan and will be available to the employee for future medical needs, including, but not limited to: coverage of medical premiums, medical appointments and prescriptions.

Eligible paid time off accrual cashouts are specified within other sections of this policy.

As per IRS RW 2002-45 there is to be no individual choice in the terms of these contributions. Exempt employees will have the option to change the contribution terms, amounts, and eligible cashouts being sent to HRA/Veba on an annual basis, by vote, during a regular scheduled staff meeting during the month of January. If the terms of these contributions are changed by vote at said meeting a Resolution of City Council to make the amendments to this policy will be established and a Plan Design Change Form will be submitted to HRA/Veba with the results of the vote and a copy of the Resolution.

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

DATED this 13th day of January 2025.

____
Monika Lawrence, Mayor

Attest:

____
Rachel Frost, City Clerk

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, PERSONNEL POLICY 507 LEOFF HEALTH & WELFARE TRUST.

WHEREAS, the City of Clarkston desires to adopt a policy governing the election of exempt staff eligible for LEOFF 2 retirement system to participate in the LEOFF Health & Welfare Trust;

WHEREAS, the LEOFF Health & Welfare Trust policy is located in the personnel policies section Employee Benefits;

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

Section 1. **POLICY 507 LEOFF HEALTH & WELFARE TRUST**

Active non-represented (exempt) employees of the City of Clarkston, who are eligible and enrolled in the LEOFF 2 retirement system, *and* who are members of the WASPC (Washington Association of Sheriff's and Police Chiefs) whether by membership or sponsorship, *and* who are eligible within the perimeters of the governing rules and bylaws of the Trust, *may* elect to enroll in the LEOFF Health & Welfare Trust (Trust) for medical, dental and vision insurance coverage.

The City agrees to premium contributions as follows:

1.0 The City will pay one hundred percent (100%) of the cost of monthly dental premiums;
2.0 The City will pay ninety percent (90%) plus $30 (to accommodate vision coverage included in the monthly medical premium) of the cost of monthly medical premiums and the employee will pay the remaining 10% of the premium.

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

DATED this 13th day of January 2025.

____
Monika Lawrence, Mayor

Attest:

____
Rachel Frost, City Clerk

ORDINANCE NO. 1726

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the City of Clarkston approved a zone change by Ordinance 1707 on February 12th, 2024 which converted a parcel of land from Port Commercial (PC) to High Density Residential (R-3); and

WHEREAS, the zone change was intended to change the zoning only on the Western Parcel of Assessor's Parcel number 6-132-00-091-0001-0000 to High Density Residential (R-3) while retaining the Port Commercial (PC) zoning designation for the Eastern Parcel number 6-132-00-091-0002-0000 (Lot 2 of the Port Drive Commons Short Plat, according to the official plat thereof, recorded July 19, 2024 as instrument No. 383982, records of Asotin County, Washington. Attached; and

WHEREAS, the City mistakenly used a legal description for the zone change which included both the Western and Eastern parcels rather than the legal description for the Western parcel alone; and

WHEREAS, the City desires to correct this mistaken legal description and retain, as contemplated and intended, the Port Commercial zoning designation for the Eastern parcel;

NOW THEREFOR, THE CITY OF CLARKSTON ORDAINS AS FOLLOWS:

SECTION 1.

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from Port Commercial (PC) to High Density Residential (R-3) zoning designation:

~~The Western Parcel of Assessor's Parcel number 6-132-00-091-0001-0000: That part of the Northwest Quarter of the Northwest Quarter of Section 21, Township 11 North, Range 46 East, Willamette Meridian, Asotin County, Washington, more particularly described as follows: Commencing at the intersection of centerline of 13th Street and Port Drive; thence East along the centerline of Port Drive a distance of 1,239.94 feet; thence South 30.00 feet to a point on the South right-of-way line of Port Drive, said point being the True Place of Beginning; thence East along said right-of-way line 715.76 feet; thence South 371 feet; thence West 715.76 feet; thence North 371.00 feet to the True Place of Beginning.~~ *Lot 1 of the Port Drive Commons Short Plat, according to the official plat thereof, recorded July 19, 2024 as instrument No. 383982, records of Asotin County, Washington.*

SECTION 2. Effective Date. This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this 27th day of January, 2025.

____
Monika Lawrence, Mayor

ATTEST BY:

____
Rachel Frost, City Clerk

APPROVED AS TO FORM:

____
Suzanne 'Suni' Hanson, City Attorney

PORT DRIVE COMMONS SHORT PLAT

LEGEND:

PROPERTY LINE	( ) RECORD DIMENSION
RIGHT-OF-WAY LINE	● FOUND AS NOTED
CENTERLINE	× CALCULATED POINT – NOTHING FOUND OR SET
EASEMENT LINE	○ SET 1/2" REBAR & CAP "LOCEY 46892"
6' CHAIN LINK FENCE	

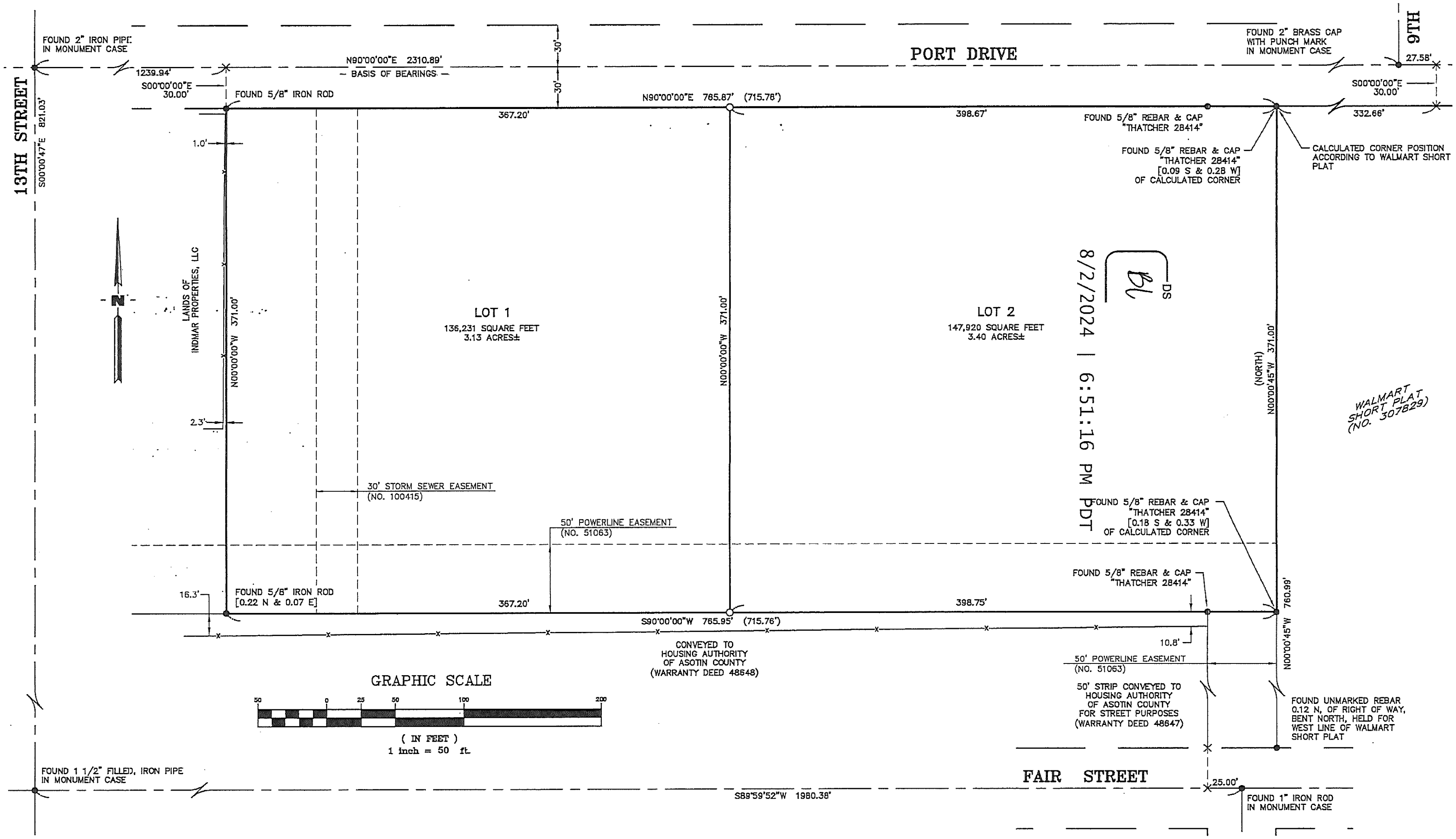
AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 19th DAY OF July, 2024 AT ______ __M., RECORDED IN VOLUME ______ OF SHORT PLATS AT PAGE ______ AT THE REQUEST OF DURYEA & ASSOCIATES.

ASOTIN COUNTY AUDITOR

BY Robin Lynch

FEE NO. 383982



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8/2/2024 | 6:51:16 PM PDT

SURVEYOR'S CERTIFICATE:

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF CATHOLIC HOUSING SERVICES OF EASTERN WASHINGTON IN JULY, 2023.

JAMES A. LOCEY
PLS 46892
EXPIRES: 12/19/2024

JAMES A. LOCEY — STATE OF WASHINGTON — 46892 — REGISTERED PROFESSIONAL LAND SURVEYOR

S. 21 T. 11 N. R. 46 E.
WILLAMETTE MERIDIAN

LANDS OF CLARKSTON ESTATES, INC.
PORTION OF THE NE1/4 NE1/4 & NW1/4 NE1/4,
SECTION 21, TOWNSHIP 11 NORTH, RANGE 46 EAST, W.M.
CITY OF CLARKSTON, ASOTIN COUNTY, WASHINGTON
JUNE, 2024
SHEET 1 OF 2

DURYEA & ASSOCIATES
Surveying and Mapping
2702 N. Perry Street Spokane, WA 99207 (509) 465-8007
www.duryea-associates.com
Job No. 22-3253

LEGAL DESCRIPTION:

THAT PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 11 NORTH, RANGE 46 EAST, WILLAMETTE MERIDIAN, ASOTIN COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE CENTERLINES OF 13th STREET AND PORT DRIVE;
THENCE EAST ALONG THE CENTERLINE OF PORT DRIVE, A DISTANCE OF 1,239.94 FEET;
THENCE SOUTH 30.00 FEET TO THE SOUTH LINE OF SAID PORT DRIVE AND THE NORTHEASTERLY CORNER OF THE INDMAR PROPERTIES, AS SHOWN ON SURVEY OF RECORD AT AUDITOR'S FILE NO. 273035, RECORDS OF ASOTIN COUNTY, WASHINGTON, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION;
THENCE SOUTH, ALONG THE EAST LINE OF SAID INDMAR PROPERTIES, A DISTANCE OF 371.00 FEET TO A POINT ON THE NORTH LINE OF THE ASOTIN COUNTY HOUSING TRACT;
THENCE EAST, ALONG THE NORTH LINE OF SAID ASOTIN COUNTY HOUSING TRACT, A DISTANCE OF 785.76 FEET TO A POINT ON THE WEST LINE OF WAL MART PROPERTY AS SHOWN ON SHORT PLAT NO. 307829;
THENCE NORTH, ALONG SAID WEST LINE, A DISTANCE OF 371.00 FEET TO THE SOUTH LINE OF PORT DRIVE;
THENCE WEST, ALONG SAID SOUTH LINE 785.76 FEET TO THE POINT OF BEGINNING.

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS, THAT WE, THE UNDERSIGNED OWNER'S IN FEE SIMPLE OF THE LAND HEREBY PLATTED, HEREBY DEDICATE TO THE PUBLIC USE FOREVER, ALL STREETS, PUBLIC WAYS, EASEMENTS, OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THIS PLAT.

IN WITNESS WHEREOF, WE HAVE SET OUR HANDS THIS 18th DAY OF July, 2024.

CLARKSTON ESTATES, INC
A WASHINGTON CORPORATION
BY: William C. Larson
NAME

DS
BL

8/2/2024 | 6:51:16 PM PDT

ACKNOWLEDGEMENT:

STATE OF WASHINGTON }
} SS:
COUNTY OF ASOTIN }

ON THIS 18th DAY OF July, 2024, BEFORE ME PERSONALLY APPEARED William A. Larson TO ME KNOWN TO BE THE President OF THE CORPORATION THAT EXECUTED THE WITHIN AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE USES AND PURPOSED THEREIN MENTIONED, AND ON OATH STATED THAT HE OR SHE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT: Lewiston, ID
MY COMMISSION EXPIRES: 12.20.2025

CELINA D REYNOLD
COMM. #115215
NOTARY PUBLIC
EXPIRES 12/20/2025
STATE OF WASHINGTON

COUNTY TREASURER APPROVAL:

I HEREBY CERTIFY THAT TAXES AND ASSESSMENTS ON PROPERTY SHOWN HEREON HAVE BEEN PAID FOR 2024 AND PRECEEDING YEARS THIS 19th DAY OF July, 2024.

ASOTIN COUNTY TREASURER
CHIEF DEPUTY TREASURER

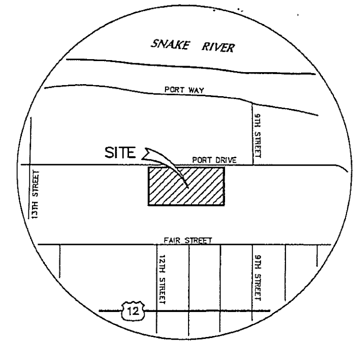
CITY APPROVAL:

THIS SHORT PLAT MEETS THE REQUIREMENTS OF THE CITY OF CLARKSTON.

PUBLIC WORKS DIRECTOR

REFERENCES:

R1 MAP OF CLARKSTON AND CLARKSTON WEST ADDITON
R2 RECORD OF SURVEY, NO. 257467
R3 RECORD OF SURVEY, NO. 284882
R4 RECORD OF SURVEY, NO. 377467
R5 RECORD OF SURVEY, NO. 307028
R6 RECORD OF SURVEY, NO. 382799
R7 WALMART SHORT PLAT, NO. 307829



VICINITY MAP
NOT TO SCALE

EQUIPMENT & PROCEDURES:

THIS SURVEY WAS PERFORMED WITH A CARLSON BRX6 RTK GPS SYSTEM, AND/OR A CARLSON CR2 ROBOTIC TOTAL STATION. PROCEDURES WERE USED THAT MEET OR EXCEED THE REQUIREMENTS OF RCW 58.09 AND WAS 332-130-085.

SURVEYOR'S NOTES:

1) THE CONTROL SURVEY WAS PERFORMED AND THE MONUMENTS SHOWN AS FOUND HEREON WERE LOCATED IN JULY, 2022 AND JUNE, 2024
2) THE PURPOSE OF THIS SURVEY WAS TO SUBDIVIDE THE SUBJECT PROPERTY BY SHORT PLAT.

BASIS OF BEARINGS:

THE BEARING OF NORTH 90°00'00" EAST ALONG THE CENTERLINE OF PORT DRIVE AS SHOWN UPON THAT CERTAIN RECORD OF SURVEY RECORDED JUNE 9, 2022 UNDER AUDITOR'S FILE NO. 377467, ASOTIN COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN UPON THIS SURVEY.

JAMES A. LOCEY
STATE OF WASHINGTON
46892
REGISTERED
PROFESSIONAL LAND SURVEYOR
7/17/24

PORT DRIVE COMMONS SHORT PLAT

LANDS OF CLARKSTON ESTATES, INC.
PORTION OF THE NE1/4 NE1/4 & NW1/4 NE1/4,
SECTION 21, TOWNSHIP 11 NORTH, RANGE 46 EAST, W.M.
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