

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, APRIL 14, 2025**

1. **REGULAR MEETING CALL TO ORDER: 5:30 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: March 24, 2025 Regular Meeting**
5. **PRESENTATION: Valley Vision**
6. **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 – 4/2/2025**
 - C. **Public Works – 4/8/2025**
 - 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. **Special Event Permit, Community Clean-up Day – Clarkston EPIC (Public Works)**
 - B. **Electronic Signature Agreement Form – Dept. of Ecology Water Quality Program (Public Works)**
 - C. **Resolution 2025-07, Bicycle Surplus & Disposition (Finance/Admin)**
10. **NEW BUSINESS:**
 - A. **Ordinance 1730, Donations Policy – 1st Reading (Finance/Admin)**
11. **COUNCIL COMMENTS:**
12. **QUESTIONS FROM THE PRESS:**
13. **EXECUTIVE SESSION: Personnel**
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.

CLARKSTON CITY COUNCIL MINUTES
March 24, 2025

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

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

AGENDA CHANGES: None.

APPROVAL OF MINUTES: Minutes of the March 10, 2025 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. **From the Public:** None.

B. **From the Mayor:** Mayor Lawrence notified council that she received a letter of interest from Commander Josh Daniel for the interim position and has appointed him to Interim Chief of Police for three months. Mayor Lawrence reminded Council that City Hall will close for business on Friday, March 28th from 3pm-5pm to celebrate Chief Hastings retirement in the Council Chambers. Everyone is welcome. Mayor Lawrence attended Clarkston High School Senior Presentations and praised the students for doing a great job.

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

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the March 24, 2025 period of \$411,069.71 and the February end of month of \$445.05. MOTION BY EVANS/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 1728, Repealing Sections of CMC Chapter 3 – 2nd Reading (Finance/Admin)**
Clerk Frost read the Ordinance by Title. MOTION BY ALBERS/VINTON to adopt the Ordinance. Motion Carried.

B. **Ordinance 1729, Amending CMC 2.08 Regular Meeting Time – 2nd Reading (Finance/Admin)**
Clerk Frost read the Ordinance by Title. MOTION BY VINTON/MCDOUGALL to adopt the Ordinance. Motion Carried. Mayor Lawrence announced regular council meetings will be moved to 5:30pm starting at the April 14th meeting.

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

A. **Special Event Permit, Appreciation BBQ – Oral & Facial Surgery (Public Works)**

B. **Order Authorization of Budgeted Dumpsters – Wastequip (Public Works)**

NEW BUSINESS: None.

COUNCIL COMMENTS: Councilmember Pierce took a moment to thank Chief of Police, Joel Hastings for his outstanding job and said “we have a really incredible police force here due largely to his guidance.” Councilmember Evans gave his appreciation to Chief Hastings as well, saying “you are the epitome of a great cop, not a just a good cop but a great one.”

PRESS QUESTIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 7:09pm

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 3/24/25	Ck #80136-80177	\$203,844.23
Payroll 3/20/25	Ck #80124-80135	\$207,225.48
Total Fund Expenditures February 2025 EOM		\$445.05

Public Safety
April 2, 2025

Attendance: Mayor Monika Lawrence, Interim Police Chief Josh Daniel, Sheila McDougall, Robin Albers and Pat Holman

Police:

- Portable traffic speed limit radar sign is being ordered and will be put to use as soon as it is available. (This is a 2025 budget item)
- Our newest Clarkston Police Officer is half-way through his field training. After his training he will be available for patrol on his own.
- Chief Daniel is starting to work on schedule changes to accommodate and be ready when the new Asotin County Jail opens.

Fire:

- Chief Darren White was at a conference and was not able to join our meeting.

Next Public Safety Meeting will be held on April 16, 2025 at 4 p.m.

Public Works meeting 4/8/25

Attending: Russ Evans, Skate Pierce, Mike Dimmick and Mayor Lawrence.

- Discussion of letter from Naslund attorney about dumpster usage.
- EPIC event permit approved to council approval.
- Reviewed electronic signature form for the Mayor to sign for our upcoming storm water project.
- Discussion of sanitation disposal from RVs in the port.
- Roundabout will be done Monday. Can't open it on a Friday due to Washington State rules.

LEWIS-CLARK VALLEY



MINUTES

LEWIS CLARK VALLEY MPO POLICY BOARD

Thursday, March 13, 2025 – 4:15 p.m.

Second Floor Meeting Room – Bell Building – 215 D Street – Lewiston, ID

1. **CALL TO ORDER:** 4:15 p.m. Mr. Shinn called the meeting to order.
2. **INTRODUCTIONS:** Dustin Johnson, Kathy Schroeder, Jim Kleeburg, Brian Shinn, Rebecca Couch, Melinda Rose, Jenny George, Kimley-Horn, New member Sarah Reaves, City of Clarkston Council
3. **CITIZEN COMMENTS:** None
4. **AMENDMENTS to AGENDA.** Request to amend the agenda to add a TIP Amendment, Administrative Modification, Item 5.E.1 below.
 - Mr. Johnson made a motion to accept the amendment to the agenda; Ms. Shroeder provided a second. The motion passed unanimously.
5. **AGENDA**
 - A. **Approval of Minutes:** February 13, 2025, **Action: Approval**
 - Ms. Schroeder made a motion to approve the minutes from the February 13, 2025, meeting; Ms. Reaves provided a second. The motion passed unanimously.
 - B. **Financial Statements:** February 2025, **Action: Approval**
 - Ms. Reaves made a motion to approve the financial report for the month of February; Ms. Schroeder provided a second. The motion passed unanimously.
 - C. **Regional Safety Action Plan:** Review of final plan. **Action: Adopt final plan.**
 - Presentation by Bob Beckman.
 - Next round for grant funds will open in March.
 - Next steps are to review the plan and target safety action projects.
 - Kimley-Horn has a great track record nationwide in facilitating successful SS4A grant applications.
 - Mr. Johnson asked about legislators moving funds around that affect this program. Mr. Beckman stated Idaho may not be able to affect federal dollars.
 - Ms. Couch asked if there was a minimum project dollar amount; Mr. Beckman stated \$2.5M, with max of \$25M. 20% match requirement.
 - Mr. Johnson made a motion to adopt the RSAP; Ms. Schroeder provided a second. The motion passed unanimously.
 - D. **Public Participation Plan (PPP):** Review of the draft updated PPP for the LCVMP. **Action: Approval**
 - Ms. Couch provided a presentation.

On the Road to the Future!

Telephone 208-298-1345 | www.lewisclarkmpo.org | PO Box 759 – Asotin WA – 99402 director@lewisclarkmpo.org
Member Agencies: City of Asotin, WA, City of Clarkston, WA, City of Lewiston, ID, Asotin County, WA, Nez Perce County, ID

The Lewis Clark Valley MPO is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the meeting coordinator at least forty-eight (48) hours in advance of the meeting at: 208-298-1345.

- Mr. Shinn, page 2, these procedures do not read properly. It is recommended to change to "These procedures will include...."
- Ms. Reaves made a motion to approve the PPP; Ms. Schroeder provided a second. The motion passed unanimously.

E. FY2025-FY2029 Transportation Improvement Program (TIP) – A review and approval of the following FY2025-FY2029 TIP actions.

- 1) ADMINISTRATIVE MODIFICATION 25-01**, City of Clarkston, Key #13278, 13th Street Intersection Improvements – Revised project description to add project phases, and additional STBG funding awarded to meet engineer estimate for construction. **Action: Approval** – admin modifications require board approval.
 - Ms. Couch provided a presentation.
 - Mr. Johnson made a motion to approve the amendment; Ms. Schroeder provided a second.
 - Ms. Couch provided an explanation of STBG (Surface Transportation Block Grant).
 - Mr. Shinn recommended reviving the acronym list.
 - The motion passed unanimously.

6. MPO Director Comments

A. Summary of Invoices/Project Contracts per LCVMPPO Financial Procedures

- 1) Kimley-Horn, Regional Safety Action Plan, Professional Services through January 31, 2025, Invoice 30836128 for \$6,783.47 (\$199,793.36 total contract, \$189,014.02 previously billed, \$3,995.86 (2%) remaining)
 - 2) Palouse RTPO, Administrative Services for January 2025, Invoice 004 for \$6,665, and February 2025, Invoice 005 for \$6,665
- Ms. Couch summarized the above invoices that have been paid, providing them as information items for the Policy Board per the adopted financial policies.

B. Director's Report and General Comments

- Working on the Long-Range Plan Update, moving along as anticipated.

C. Upcoming Travel: April 2-3, 2025, Shannon and Becky to Boise for Urban STBG Balancing Meetings; estimated cost \$1,230

- Cost estimates provide for information purposes.

7. MPO Policy Board Comments

- Mr. Johnson spoke on the progress of Southway Bridge. Nez Perce County is the only entity that hasn't signed the agreement yet.

8. ADJOURNMENT: Mr. Shinn adjourned the meeting at 5:00 p.m.

Next regular Policy Board meeting is scheduled for **April 10, 2025**

On the Road to the Future!

*Member Agencies: City of Asotin, WA, City of Clarkston, WA, City of Lewiston, ID
Asotin County, WA, Nez Perce County, ID*

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



City of Clarkston

829 Fifth Street, Clarkston, WA 99403

RECEIVED
4/2 @ 11:41 AM

	The purpose of this form is for events within the City of Clarkston that meet the special events/special use definitions, or as determined by the Clarkston Municipal Code.	Date: 3/24/25 VL
1	Applicant: <u>Caden Massey</u>	Phone: <u>509-758-3341</u>
	Address: <u>900 7th St.</u>	City: <u>Clarkston</u>
	e-mail: <u>Cmassey@gbhs.org</u>	State, Zip: <u>WA 99403</u>
	Contact Person: <u>Caden Massey</u>	Phone: <u>509-758-3341</u>
	Address: <u>900 7th St.</u>	City: <u>Clarkston</u>
	e-mail: <u>Cmassey@gbhs.org</u>	State, Zip: <u>WA 99403</u>
	Sponsoring Organization: <u>Clarkston EPIC</u>	Phone: <u>509-758-3341</u>
	Address: <u>900 7th St.</u>	City: <u>Clarkston</u>
Website: <u>www.clarkstonepic.org</u>	State, Zip: <u>WA 99403</u>	
2	Event Title: <u>Community Clean-Up Day</u>	
	Description: <u>EPIC is holding a community clean up day aimed at picking up alcohol containers and nicotine waste. Afterwards, we are having a BBQ.</u>	
	Will City Services be requested for street closure: ☐ YES ☒ NO	
	Date(s) of Event: <u>4/19/25</u> From: <u>2</u> AM/PM <u>PM</u> TO: <u>5</u> AM/PM <u>PM</u>	
	Event Location: <u>Beachview Park</u> Ages of Attendees: <u>All Ages</u> Total Attendance: <u>~40</u>	
Is this an Annual Event? <u>Yes</u> How many years have you held this event? <u>0</u>		

3	Site Plan/Route Map	
	Provide a plan or map of the entire event venue with the items listed below including streets. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. • The location of fencing, barriers, and barricades. Indicate any removable fencing for emergency access. • The location of first aid facilities and ambulances. • The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and temporary structures. • A detailed plan of food booths and cooking area configurations; including booth identification of all vendors cooking with flammable gases or barbeque. • Generator locations or source of electricity. • Placement of vehicles and/or trailers. • Exit locations for outdoor events that are fenced and/or locations within tent structures. • Locations of fire extinguishers. • Identification of all event components that meet accessibility standards. • Other related event components not listed above.	
4	Entertainment and Related Activities	
	YES NO ☐ ☒ Are there any musical entertainment features related to your event? If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedules. ☐ ☒ Number of Stages _____ Number of Performers/Bands _____ Will Sound amplification be used? If yes, Start /time _____ Finish/Time _____	
	☐ ☒ Other related entertainment and related activities not listed above? If yes, describe: _____ _____ _____	
	☐ ☒ Will items such as inflatables, lasers, banners, or decorations, present unique liability issues? _____ _____	
5	YES NO ☐ ☒ Is this an event involving political or religious activity intended primarily for the Communication or expression of ideas?	

Food Concessions or Preparation

A business license is required for the sale of goods or services in the City of Clarkston.

6

YES NO

☒ ☐

Does your event include food concessions or preparation?

If yes, describe how food will be served and/or prepared:

The fire department will be preparing burgers and hot dogs for everyone who helped clean up.

YES NO

☒ ☐

Will food be cooked in the event area?

If yes, specify method:

☒

Gas

☐

Electric

☐

Charcoal

☐

Other

Concessionaires

YES NO

☐ ☒

Will items or services be sold at your event?

If yes, describe and attach a complete list of Vendors:

YES NO

☐ ☒

Will items or services sold at your event present unique liability issues (e.g, massage, body piercing, animal rides, etc.)

If yes, describe and attach a complete list of vendors.

7

Portable Toilets

YES NO

☐ ☒

Do you plan to provide portable toilet facilities at your event?

If yes: Total number of portable toilets

Number of ADA accessible portable toilets

If no, explain:

Portable Toilet Co.

Equipment Setup:

Date:

Time:

Equipment Pickup:

Date:

Time:

8	Additional charges for dumpster rental and disposal fees may apply. Number of Dumpsters _____
9	Mitigation of Impact YES NO ☐ ☒ Have you met with residents, businesses, places of worship, schools, and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: <i>No entities necessary.</i> ☐ ☒ Do you have a sample of the notice that you will distribute prior to your event? If yes, please attach.
10	Business or Resident Petition YES NO ☐ ☒ Do you intend to close off any road or access to a business or Residence? If yes, all businesses or residential property owners or lessees within the road Closure shall give their acknowledgement in writing to the person or organization seeking the permit. The name, address, phone number, signature and approval or disapproval of each person shall be on the petition. Please attach a complete petition of all businesses or residences with the closure area. Important: A separate right-of-way permit is required for road closures.

11	Insurance Requirements Liability insurance naming the City of Clarkston as an additional insured may be required for events as deemed necessary by the Clerk Treasurer or designee. Applicants required to obtain insurance shall provide proof of commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Two weeks prior to the event date, the applicant shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage. The certificate of insurance shall include the following items: location of event; type of event; separate endorsement sheet; date(s) of coverage.
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Affidavit of Application

12 *I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Clarkston Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council, Clerk/Treasurer, or the Clerk/Treasurer's designee.*
Applicant agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in or whole or in part by any act or omission of Applicant, its officers, agents, employees, customers, or licenses, or arising from or out of Applicant's failure to comply with any provisions of this permit, regardless whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto.
With respect to the performance of this Permit, and as to claims against the City, its officers, agents and employees, the Applicant expressly waives its immunity under Title 51 of the Revised Code of Washington for injuries to its employees and agrees the obligation to indemnify, defend, and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Applicant.
I agree to abide by these rules and further certify that I, on behalf of any employee of the Applicant.
I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Clarkston.

Print Name of Responsible Person: Caden Massey

Signature:  **Date:** 3/24/25

FOR OFFICIAL USE ONLY

Approved by: Police  Fire _____ Public Works _____

Clerk Treasurer _____ **Council** _____

Permit Detained /Denied for the following reasons: _____

Approval with the following Conditions: _____

Electronic Signature Agreement Form

ESAF

Washington State Department of Ecology Water Quality Program

Web site:
<https://ecology.wa.gov/wqwebportal/>

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits that have the same Permittee (Responsible Official) otherwise complete separate Form for each request.

Permit Number/Application ID: WAR046502
Permit Name: City of Clarkston
Permit Address: 829 5th Street
City/State/Zip: Clarkston, WA 99403

Select One Role: ☐ Facility Signer ☒ Facility Coordinator

Signature Account User Name: _____
Full Name: Chris L. Kemp
Work Mailing Address: PO Box 250
City/State/Zip: Asotin, WA 99402
Work Phone No. (Ext): 509-243-2078
Work Email Address: ckemp@co.asotin.wa.us

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies):

- Your permit's letter of coverage;
- Your permit's cover sheet;
- A previously submitted DMR;
- A correspondence from Ecology that has both the facility name and permit number on the same page;
- Signature authority delegation letter signed by the permittee (responsible official).

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would.

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Electronic Signature Agreement

I agree that I will:

- Protect my Electronic Signature account, which includes my answers to the verification questions and my password;
- Review the content and meaning of my submitted Annual Reports and Notifications;
- Within 24 hours of discovery, report to Ecology if:
 - My Electronic Signature account is lost, stolen or used by someone else;
 - There is any difference between the information I submitted and the information displayed in WebDMR;
 - My role as a signer for this organization changes.

Agree: CLK _____ (initial here)

I agree that I will not:

- Let anyone else use my Electronic Signature account.

Agree: CLK _____ (initial here)

I, Chris Kemp _____ (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

This form cannot be processed without a handwritten signature.	
	04/15/2025
Signer's Handwritten Signature Chris Kemp	Date Chief Operating Officer
Name (print)	Title
This form cannot be processed without a handwritten signature.	
I, <u>Monika Lawrence</u> (insert name of permittee or responsible official) acknowledge that the individual named above works at/for <u>City of Clarkston</u> (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I may be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.	
	04/15/2025
Handwritten Signature Monika Lawrence	Date Mayor
Name (print)	Title
Note: You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form. To request an ADA accommodation, contact Ecology by phone at 360-407-6401 or email at ecyadacoordinator@ecy.wa.gov, or visit https://ecology.wa.gov/accessibility. For Relay Service or TTY call 711 or 877-833-6341. *To expedite access, we are accepting scanned Electronic Signature Agreement Forms (ESAF). You are required to mail the original signed ESAF to Ecology for our official records.	

*Stormwater Permit Facilities –
Industrial and Construction
Stormwater*

**Washington Department of Ecology
Water Quality Program Stormwater IT
PO Box 47699
Olympia, WA 98504-7699
360-407-7097
wqwebportal@ecy.wa.gov**

*Aquatic Pesticides, Bridgewashing,
CAFO, Irrigation, and Vessel
Deconstruction General Permits:*

**Washington Department of
Ecology Water Quality Program
ATTN: Eman Jabali
PO Box 47696
Olympia, WA 98504-7696
360-407-6600
WQGPUnit@ecy.wa.gov**

For all other permits, please contact one of the following offices:

*Clallam, Clark, Cowlitz, Grays Harbor, Jefferson,
Mason, Lewis, Pacific, Pierce, Skamania, Thurston,
and Wahkiakum counties*

**Washington Department of Ecology
Water Quality Program - SWRO
PO Box 47775
Olympia, WA 98504-7775
360-407-6300
WQWebDMR-SWRO@ecy.wa.gov**

*Benton, Chelan, Douglas, Kittitas, Klickitat,
Okanogan, and Yakima counties*

**Washington Department of Ecology
Water Quality Program - CRO
1250 W Alder St
Union Gap, WA 98903-0009
509-575-2490
WQWebDMR-CRO@ecy.wa.gov**

*Adams, Asotin, Columbia, Ferry, Franklin, Garfield,
Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla
Walla, and Whitman counties*

**Washington Department of Ecology
Water Quality Program - ERO
4601 N Monroe
Spokane, WA 99205-1295
509-329-3400
WQWebDMR-ERO@ecy.wa.gov**

*Island, King, Kitsap, San Juan, Skagit, Snohomish, and
Whatcom counties*

**Washington Department of Ecology
Water Quality Program - NWRO
ATTN: Chris Smith
PO Box 330316
Shoreline, WA 98133-9716
206-594-0169
WQWebDMR-NWRO@ecy.wa.gov**

*Major Industrial Facilities (NPDES
and State Waste Discharge Permits)*

**Washington Department of Ecology
Solid Waste Management Program Industrial Section
ATTN: Ewa Kotwicka
PO Box 47600
Olympia, WA 98504-7600
360-407-6945
WQWebDMR-Industrial@ecy.wa.gov**

RESOLUTION NO. 2025-07

**A RESOLUTION DECLARING BICYCLES SURPLUS AND
AUTHORIZING DISPOSITION OF SAID PROPERTY.**

WHEREAS, RCW 63.32.050 provides for disposal of unclaimed bicycles, scooters and skateboards by donation to charity; and

WHEREAS, the City of Clarkston is in possession of 38 miscellaneous bicycles and scooters per the attached list, which have been determined to be unclaimed after attempts to locate the rightful owners; and

WHEREAS, the City Council has deemed said property to be surplus and believes the best means of disposal is to donate the bicycles and scooter to a nonprofit organization for distribution to the needy, per RCW 63.32.050; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Clarkston, State of Washington, does hereby declare the aforementioned property to be surplus and authorizes the Chief of police to donate the listed bicycles to a nonprofit organization for distribution to needy children.

DATED this 14th day of April, 2025.

Monika Lawrence, Mayor

Attest:

Rachel Frost, City Clerk

BIKE DONATION NARRATIVE

REQUEST AUTHORIZATION FOR BICYCLE DONATION and Property Disposal:

I am the custodian of all properties, items of evidence and found property submitted to the Clarkston Police Department. I have reviewed the following property documents and hereby attest that they are bicycles, scooters, and/or other miscellaneous items that remain unclaimed and/or their property owners cannot be identified.

I hereby request authorization to dispose of the listed items in accordance with RCW 63.32.50 and RCW 63.32.010 by donating bicycles, scooters, and skateboards to the Valley Boys and Girls Club. As for junk bicycles and miscellaneous items that have no commercial value, or the probable cost of sale exceeds the value of the property, to be disposed of at the Asotin County Landfill.

To Be Donated:

37 Bicycles

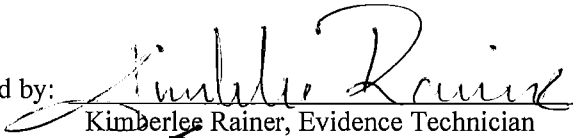
1 Scooter

0 Skateboards

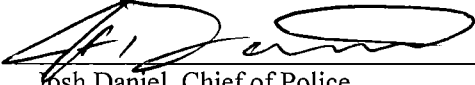
See attached detailed list of property to be donated and/or disposed of.

This action is pending receipt of Resolution from the Clarkston City Council and approval Chief Daniel.

Requested by:


Kimberlee Rainer, Evidence Technician

Approved by:


Josh Daniel, Chief of Police

Witnessed by: _____

Date: _____

Prpty Nbr	Item, Brand	Incident number
75867	BICYCLE,	22P04026
76830	BICYCLE, Mongoose	22P06563
77049	BICYCLE, Mt bike	22P06970
86135	BICYCLE, Unknown	22P07943
86132	BICYCLE, RED	22P07944
79634	BICYCLE, Land Rider	23P04758
79760	BICYCLE, Unknown	23P05062
79771	BICYCLE, Ecotric Super	23P05095
79931	BICYCLE, shwinn	23P05480
80263	BICYCLE, Next	23P06053
80449	BICYCLE, specialized	23P06977
80517	BICYCLE, Raleigh	23P07172
80684	BICYCLE, Schwinn	23P07516
80725	BICYCLE, specalized	23P07680
81009	BICYCLE, Huffy	23P08276
81605	BICYCLE, Kent	24P01000
81606	BICYCLE, genesis	24P01000
81609	BICYCLE, Mongoose	24P01000
81610	BICYCLE, Hyper	24P01000
81611	BICYCLE, Genesis	24P01000
81612	BICYCLE, Mongoose	24P01000
81622	BICYCLE PARTS, Burley	24P01000
81623	BICYCLE PARTS, Homemade	24P01000
81658	BICYCLE, Unknown	24P01103
81763	BICYCLE, Jeep	24P01430
81764	BICYCLE, Schwinn	24P01430
81872	BICYCLE,	24P01593
82256	BICYCLE, NEXT	24P02445
82257	BICYCLE, free spirit	24P02445
82364	BICYCLE,	24P02623
86134	BICYCLE, BLU/BRO	24P02764
82663	BICYCLE, Kent	24P03405
83056	BICYCLE, Spinfit	24P04784
83109	BICYCLE, Kent	24P04890
83691	BICYCLE, Huffy	24P06306
83745	BICYCLE, unknown	24P06397
83807	BICYCLE, Huffy	24P06616
83815	SPORTS EQUIP, Madd Dog Scooter	24P06626

*

ORDINANCE NO. 1730

AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, ADOPTING POLICY FOR THE ACCEPTANCE OF DONATIONS, DEVISES, BEQUESTS, AND THE SOLICITATION OF DONATIONS, TO THE CITY.

WHEREAS, the City of Clarkston (City), pursuant to RCW 35.21.100 may accept any money or property donated, devised, or bequeathed to it and carry out the terms of the donation, devise or bequest, if within the powers granted by law; and

WHEREAS, the City, pursuant to RCW 19.09.020 and 19.09.100, may solicit or collect contributions from the general public from time to time where the contribution is or is purported to be used to support a charitable purpose for the City; and

WHEREAS, the City has and may continue to accept donations by private citizens, business groups, or other private organizations for City public purposes; and

WHEREAS, the City may from time to time solicit donations from private citizens, business groups, or other private organizations for City public purposes; and

WHEREAS, the City Council of the City desires to adopt an ordinance establishing the policies and procedures of the City to accept such monetary and non-monetary donations, devices, or bequests.

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

SECTION 1.0

Clarkston Municipal Code

A new Chapter 3.122 of Clarkston Municipal Code (CMC) is created encapsioned "Donations."

SECTION 2.0

Definitions

A new Section 3.122.010 of CMC encapsioned "Definitions" is created to read as follows:

Donation: As used in this chapter, the term "donation" refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Clarkston. As used in this chapter, the term "donation" does not refer to any money or property, real or personal, that may be reasonably classified as a grant.

Solicitation: As used in this chapter, the term "solicitation" encompasses written and oral communications that, construed as reasonably understood in the context in which they are made, contain a clear message asking, requesting, or recommending, explicitly or implicitly, that another person make a contribution, donation, transfer of funds, or otherwise provide something of value as a donation to the City of Clarkston.

SECTION 3.0

Acceptance of Donations

A new Section 3.122.020 of CMC encapsioned "Acceptance of Donations" is created to read as follows:

Limitation on Acceptance of Donations: The City may accept and use donations only for the purposes related to those powers granted to the City by law. Any donations to the City that are accompanied with any contingency, term, or condition on the use by the City of such donation that is inconsistent with this Chapter or contrary to law shall be declined by the City. The City may decline to accept any donation that is inconsistent with the policies, plans, goals, or any other ordinance of the City.

A. Monetary Donations: The City Clerk/Treasurer or designee is authorized to accept any monetary donation to the City, and to carry out the terms or conditions of the donation if such terms or conditions are within the

ORDINANCE NO. 1730

powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, the City may expend or use the same for any public purpose consistent with this chapter.

- B. Non-Monetary Donations Directly Supporting City Events or Community Activities: The City Clerk/Treasurer or designee is authorized to accept non-monetary donations that support specific city events or community activities.
- C. Other Non-Monetary Donations: The City Clerk/Treasurer or designee is authorized to accept all non-monetary donations made to the City. The City Clerk/Treasurer will assess the utility to the City and the value of non-monetary donations offered to the City.

SECTION 4.0

Solicitation of Donations

A new Section 3.122.030 of CMC encaptioned "Solicitation of Donations" is created to read as follows:

The City Clerk/Treasurer or designee is authorized to solicit for donations and contributions from the general public when the donations are or are purported to be used to support a specific charitable purpose to the City. Solicitation of Donations will be approved by Council on a case-by-case basis.

Conditions applicable to solicitations as found in RCW 19.09.100:

- A. Any solicitation, advertising material for solicitation, or promotional plan for solicitation, must not include any statement that is false, deceptive or misleading. All solicitations, advertising materials and promotional plans must fully and fairly disclose the identity of the City and the purpose of the solicitation for donations.
- B. The City and its designee(s) will not place telephone calls to donors or potential donors for the purpose of solicitation for donations before eight (8) a.m. or after nine (9) pm PST.
- C. The City will not collect or attempt to collect donations in person or by courier unless:
 - a. The contributions are non-cash items, such as contributions of personal property; or
 - b. The solicitations are made in person and the collections, or attempts to collect, are made at the time of the solicitation; or
 - c. The contributor has agreed to purchase goods or items in connection with the solicitation and the collection or attempt to collect is made at the time of delivery of the goods or items.

SECTION 5.0

Procedure for Acceptance of Donations

A new Section 3.122.040 of CMC encaptioned "Procedure for Acceptance of Donations" is created to read as follows:

All donations shall be offered in writing to the City and directed to the City Clerk/Treasurer or designee. If a donation is not approved or accepted by the City, such donation will be immediately returned to the private citizen, business group, or private organization attempting to make the donation in a manner that properly documents the return by the City of the donation.

SECTION 6.0

Funds and Accounting

A new Section 3.122.050 of CMC encaptioned "Funds and Accounting" is created to read as follows:

The City Clerk/Treasurer is directed to establish accounting procedures as may be necessary to carry out the terms of this chapter and in accordance with all applicable laws of the State of Washington and requirements of the Office of the State Auditor.

SECTION 7.0

Donor Receipts

ORDINANCE NO. 1730

A new Section 3.122.060 of CMC encaptioned "Donor Receipts" is created to read as follows:

The City Clerk/Treasurer will provide proper written documentation or receipting upon request by a donor for monetary or non-monetary donations, with a value of \$250 or greater, made to and accepted by the City. All written documentation and receipting will include the following:

1. The name, address, and telephone number of the City of Clarkston.
2. The amount of any monetary contribution.
3. A description of any contribution of property.
4. A statement that no goods or services were provided by the City in return for the contribution, if none were made.
5. If the City did provide goods or services in return for the contribution, a description and good faith estimate of the fair market value of the goods or services.

SECTION 8.0

Severability

If any sections, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or its application to any other person, property or circumstance.

SECTION 9.0

Effective Date

This ordinance shall take effect five days after its passage, approval and publication.

Passed by the Clarkston City Council at a regular meeting thereof this 28th day of April, 2025.

Monika Lawrence, Mayor

Approved as to Form:

Suzanne "Suni" Hanson, City Attorney

Attest:

Rachel Frost, City Clerk

Date of Publication: _____