

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, APRIL 28, 2025**

- 1. REGULAR MEETING CALL TO ORDER: 5:30 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES: April 14, 2025 Regular Meeting**
- 5. COMMUNICATIONS:**
 - A. From the Public:**
 - B. From the Mayor:**
 - C. From Staff or Employees:**
- 6. COMMITTEE REPORTS:**
 - A. Finance/Admin – Audit Report on Current Bills**
 - B. Public Safety – 4/23/2025**
 - C. Public Works – 4/22/2025**
 - D. Outside Organizations – Visit LC Valley, Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
- 7. UNFINISHED BUSINESS:**
 - A. Ordinance 1730, Donations Policy – 2nd Reading (Finance/Admin)**
- 8. CONSENT AGENDA:**
 - A. Special Event Permit, Pizza & Pride in the Park – PFLAG Clarkston (Public Works)**
 - B. Special Event Permit, Beachview Toddler Trek – Asotin Co Library Foundation (Public Works)**
 - C. Special Event Permit, CHS Class of 2005 – 20 year Reunion Picnic (Public Works)**
 - D. Resolution 2025-08, Surplus of Garbage Truck (Public Works)**
 - E. Resolution 2025-09, Surplus of Police Vehicles (Public Safety)**
- 9. NEW BUSINESS:**
 - A. Introduction and Offer Letters, 13th St & Poplar St Roundabout – J. Dietrich (Public Works)**
 - B. Introduction and Offer Letters, 13th St & Poplar St Roundabout – Clk First Assembly of God (Public Works)**
- 10. COUNCIL COMMENTS:**
- 11. QUESTIONS FROM THE PRESS:**
- 12. EXECUTIVE SESSION: None**
- 13. 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
April 14, 2025

ROLL CALL: Skate Pierce, Pat Holman, Russ Evans, Robin Albers, David Vinton, Sheila McDougall and Sarah Reaves.

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

AGENDA CHANGES: Mayor Lawrence advised the addition of a letter of support for TriState Health to Item B under New Business.

APPROVAL OF MINUTES: Minutes of the March 24, 2025 Regular Meeting were approved as distributed.

PRESENTATION: **Valley Vision.** Mayor Lawrence introduced Jerry Chavez, President/CEO of Valley Vision, who provided an update on economic development in the Lewis-Clark Valley.

COMMUNICATIONS:

A. **From the Public:** Beverli Lounsbury, 839 3rd Street

B. **From the Mayor:** None.

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

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the April 14, 2025 period of \$901,442.92 and the March end of month of \$472.10. **MOTION BY PIERCE/EVANS** 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: None.

CONSENT AGENDA: **MOTION BY HOLMAN/PIERCE** to approve the Consent Agenda. Motion Carried.

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)**

D. **Letter of Support – TriState Health (Mayor)**

NEW BUSINESS:

A. **Ordinance 1730, Donations Policy – 1st Reading (Finance/Admin)** Clerk Frost read the Ordinance by title. Vote will be at the next meeting.

B. **Letter of Support – TriState Health (Mayor)** Councilmember Reaves provided a brief overview of the letter. Councilmember Albers asked what the deadline is to provide a letter of support. Councilmember Reaves answered Wednesday, April 16th. **MOTION BY MCDUGALL/VINTON** to approve the letter of support. Motion Carried.

COUNCIL COMMENTS: Councilmember Pierce stated that he will revisit the Clarkston Municipal Code limiting household animals and review it with the Public Works Committee. Councilmember Evans asked questions to clarify the number of dogs, cats and chickens allowed at residences. Councilmember Reaves acknowledged she saw signs this weekend in regards to the rules and thanked them for raising awareness. Mayor Lawrence reminded residents that registering your dog at City Hall is required.

PRESS QUESTIONS: None.

EXECUTIVE SESSION: Mayor Lawrence advised that Council would be entering into Executive Session regarding personnel at 6:00pm. The session is expected to last 10 minutes, and no decision will be made as a result of the meeting. At 6:10pm, a 5 minute extension was requested. At 6:15pm, a 5 minute extension was requested. At 6:20pm, a 2 minute extension was requested. At 6:22 Council returned to regular session.

ADJOURNMENT:

Meeting adjourned at 6:24pm

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 4/14/25	Ck #80206-80288	\$486,050.94
Payroll 4/4/25	Ck #80181-80205	\$415,391.98
Total Fund Expenditures February 2025 EOM		\$472.10

Public Safety
April 23, 2025

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

Police:

- Chief Daniels shared that CPD is going to surplus four vehicles, three of them to Clarkston Auto Sales, one of them to Clarkston Fire Department. This will be an agenda item at Council meeting on April 28.
- Speed Radar mobile unit was ordered on April 23. This purchase was part of the budget for this year.

Fire:

- Chief White closed out our GEMT Service(Ground Emergency Medical Transportation) for the 2023-2024 year.
- Chief White shared the Clarkston Community Paramedic first quarter report, Jan 1-March 31,2025.
- Chief White and Chief Daniels shared information on the Asotin County 911 Emergency Communications System upgrade. More information to come when available.

Next Public Safety Meeting will be May 7, 2025 at 4 p.m.
(Public Safety Meeting scheduled for May 21, 2025 has been cancelled.)

PWC Meeting Minutes 4/22/25

Attending: Russ Evans, David Vinton, Skate Pierce, Chief Daniels, Mike Dimmick, Rachel Frost, Chris Rasmussen, Mark Brigham and Mayor Lawrence

1. Discussion with the Port of Clarkston about the RVs, homeless and other issues.
2. Need to surplus a garage truck.
3. Special event permits.
4. There are 2 acquisition of right of way letters to be approved.

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 encaptioned "Donations."

SECTION 2.0

Definitions

A new Section 3.122.010 of CMC encaptioned "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 encaptioned "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

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: _____

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



City of Clarkston

829 Fifth Street, Clarkston, WA 99403

RECEIVED
4/17/25

	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: IN-PERSON 4/17/2025
1	Applicant: PFLAG Clarkston	Phone: 509-295-3936
	Address: P.O. Box 502	City: Clarkston
	e-mail: pflagclarkston@gmail.com	State, Zip: WA, 99403
	Contact Person: Chelsea Cannard	Phone: 509-295-3936
	Address: 617 Highland Ave	City: Clarkston
	e-mail: pflagclarkston@gmail.com	State, Zip: WA, 99403
	Sponsoring Organization:	Phone:
	Address:	City:
Website: clarkston.pflag.org	State, Zip:	
2	Event Title: Pizza & Pride in the Park	
	Description: Pizza, snacks and yard games at Beachview Park Pavilion to celebrate pride month. Tables with resources, free items (no vendors selling things). Music played via small speaker - minimal decorations on pavilion.	
	Will City Services be requested for street closure: ☐ YES ☒ NO	
	Date(s) of Event: 6/14/2025 Setup tear down 10-2 From: 11 AM/PM TO: 1 AM/PM	
	Event Location: Beachview @ Pavilion	Ages of Attendees: All Ages
Is this an Annual Event? Yes How many years have you held this event? 3		

Site Plan/Route Map

3

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.

Entertainment and Related Activities

4

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 0 Number of Performers/Bands 0

Will Sound amplification be used? If yes, Start /time 11 am Finish/Time 1 PM
(simple bluetooth speaker)

☒☐

Other related entertainment and related activities not listed above?

If yes, describe:

yard games on lawn near pavilion

☐☒

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?

6

Food Concessions or Preparation

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

YES NO



Does your event include food concessions or preparation?

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

Pizza from Costco - self serve
Prepackaged snacks from Costco

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 <u> D </u>
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: ☐ ☐ 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: Chelsea Cannard

Signature: Chelsea Cannard

Date: 4/17/25

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: _____

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



City of Clarkston

829 Fifth Street, Clarkston, WA 99403

RECEIVED
IN-PERSON 4/17/25 11:15AM

	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: <u>4/17/25</u>
1	Applicant: <u>Jan Goodheart</u>	Phone: <u>208-413-2312</u>
	Address: <u>2052 13th Street -</u>	City: <u>Clarkston</u>
	e-mail: <u>jgoodheart2007@gmail.com</u>	State, Zip: <u>WA 99403</u>
	Contact Person: <u>Jan Goodheart</u>	Phone: <u>208-413-2312</u>
	Address: <u>205 2052 13th Street</u>	City: <u>Clarkston</u>
	e-mail: <u>jgoodheart2007@gmail.com</u>	State, Zip: <u>WA 99403</u>
	Sponsoring Organization: <u>Asotin County Library Foundation</u>	Phone: <u>208-413-2312</u>
	Address: <u>417 Sycamore Street</u>	City: <u>Clarkston</u>
	Website: <u>www.asotincountylibrary.org</u>	State, Zip: <u>WA 99403</u>
2	Event Title: <u>Beachview Toddler Trek</u>	
	Description: <u>We invite Toddlers, their families and friends to complete about 20 activities for young children.</u>	
	Will City Services be requested for street closure: YES ☐ NO ☒	
	Date(s) of Event: <u>Aug. 23, 2025</u> From: <u>8:00</u> <u>AM</u> TO: <u>3:00</u> <u>PM</u>	
	Event Location: <u>Beachview Park</u>	Ages of Attendees: <u>1-70</u>
Is this an Annual Event? <u>Yes</u> How many years have you held this event? <u>1</u> <u>July 2024</u>		

Site Plan/Route Map

3

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.

Entertainment and Related Activities

4

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.

Recorded music



Number of Stages 0 Number of Performers/Bands 0

Will Sound amplification be used? If yes, Start /time X Finish/Time _____



Other related entertainment and related activities not listed above?

If yes, describe:

*1000 Books Promotion
Library*



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:

X No

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.

Portable Toilets

7

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: ☐ ☒ Do you have a sample of the notice that you will distribute prior to your event? If yes, please attach. <i>Not yet</i>
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: Jan Goodheart

Signature: Jan Goodheart

Date: 4/17/25

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: _____

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



City of Clarkston

829 Fifth Street, Clarkston, WA 99403

RECEIVED
APR 15 2025
VIA MAIL

	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: 04/15/2025	
1	Applicant: <i>Danae Castellaw</i>	Phone: <i>(509) 254-4944</i>	
	Address: <i>2512 E. Ashbrook Ct.</i>	City: <i>Eagle</i>	
	e-mail: <i>dcastellaw@hotmail.com</i>	State, Zip: <i>ID, 83616</i>	
	Contact Person: <i>Same</i>	Phone:	
	Address:	City:	
	e-mail:	State, Zip:	
	Sponsoring Organization:	Phone:	
	Address:	City:	
Website: <i>n/a</i>	State, Zip:		
2	Event Title: <i>CHS Class of 2005 20-year reunion picnic</i>		
	Description: <i>Casual family meetup w/ BYO food</i>		
	Will City Services be requested for street closure: ☐ YES ☒ NO		
	Date(s) of Event: <i>07/19/2025</i> From: <i>11</i> ☒ AM ☐ PM TO: <i>1</i> AM ☒ PM		
Event Location: <i>Beachview Park</i>		Ages of Attendees: <i>0-70</i>	Total Attendance: <i>~150</i>
Is this an Annual Event? <i>No</i> How many years have you held this event?			

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: <i>Just music on a portable speaker; kids activities like yard games + bubbles</i> ☐ ☒ 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?

YES NO

☐ ☒

Does your event include food concessions or preparation?

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

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.

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: _____ ☐ ☒ 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: Danae Castellaw

Signature: Danae Castellaw Date: 04/15/2025

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: _____

RESOLUTION NO. 2025-08

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

WHEREAS, the City of Clarkston is the legal owner of the following property:

1997 Mack Garbage Truck
Property Tag #003231

VIN # 1M2K195C7WM010440

WHEREAS, the Public Works Director has determined the City has no further need for this property:

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 disposal of said property at the discretion of the Public Works Director.

DATED this 28th day of April, 2025

Monika Lawrence, Mayor

Rachel Frost, City Clerk

RESOLUTION NO. 2025-09

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

WHEREAS, the City of Clarkston is the legal owner of the following property:

2001 Chevy 1500	VIN # 1GCEC14W91Z293735
2013 Ford Interceptor Sedan	VIN # 1FAHP2M8XDG117128
2014 Ford Interceptor Sedan	VIN # 1FAHP2MK6EG120332
2020 Ford Interceptor Utility	VIN # 1FM5K8AB3LGA42233

WHEREAS, the Chief of Police has determined the City has no further need for these vehicles;

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Clarkston, State of Washington, does hereby declare the listed equipment surplus and authorizes disposal as follows:

The Chief of Police is authorized to trade any or all vehicles to Clarkston Auto Sales in exchange for an administrative vehicle.

Any vehicles not traded may be sold or disposed of at the direction of the Chief of Police.

DATED this 28th day of April 2025.

Monika Lawrence, Mayor

Rachel Frost, City Clerk



City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

January 28, 2025

Jeffrey A. Dietrich
2828 Frontage Rd.
Lewiston, ID 83501

Re: Introduction Letter

Project Title: 13th Street and Poplar Street Roundabout

Fed Aid No.: WA-13278

Assessor's Parcel No.: 10042103200020000

Situs Address: 546 13th St., Clarkston, WA 99403

Dear Mr. Dietrich,

Epic Land Solutions, Inc. has been contracted by the City of Clarkston ("The City") to assist with obtaining the right of way interests needed for 13th Street and Poplar Street Roundabout Project.

Accompanying this letter are documents from the City that are necessary to complete the transaction relating to the necessary property rights you are donating to the City for this project. The documents on the right side of the folder are for your information and review and are yours to keep. The documents on the left side of the folder contain all the necessary documentation to convey the real property interests for construction of the road improvements. They include:

- **Temporary Construction Easement** – This document must be signed in the presence of a notary public. Original document must be returned.
- **Authority to Sign documents** - If you are signing on behalf of a trust, LLC or Corporation we will need a copy of documentation indicating your ability to sign and convey property, e.g. Operating Agreement, Articles of Incorporation, Resolution, etc. General Secretary of State filing statements will not be adequate.
- **Taxpayer Identification Form W-9** – Due to IRS requirements, this form is required for the City of Clarkston to issue payment in the name of Grantor. Please complete the form with the appropriate information (including the address for the check to be sent to) and sign where indicated. Original document must be returned.

- **Offer Letter Acknowledgment** - Signature will not signify acceptance or rejection of the offer, only that you received the offer package.
- **Real Property Voucher** – Document used to process payments. Signature and date will be needed to issue payment.

Please read these documents carefully and contact me next week to discuss. My direct number is (509) 315-2758, and my email is Zdelashmutt@Epicland.com. Thank you for your prompt attention in this matter.

Sincerely,

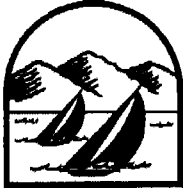
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Zac DeLashmutt / Zdelashmutt@Epicland.com

Right of Way Agent

(509) 315-2758

12310 E Mirabeau Pkwy, Ste. 150, Spokane Valley, WA 99016



City of Clarkston

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January 28, 2025

Jeffrey A. Dietrich
2828 Frontage Rd.
Lewiston, ID 83501

Offer Letter

Project Title: 13th Street and Poplar Street Roundabout
Parcel No.: 10042103200020000
Federal Aid No: WA-13278

Dear Mr. Dietrich:

The City of Clarkston ("City") plans to proceed with the above-titled public project. The project will construct a roundabout at 13th Street and Poplar Street.

The purpose of this letter is to notify you of the following:

- The City's interest in acquiring your property and/or property rights for this project.
- The City's determination of just compensation for your property and/or property rights.
- The basic protections afforded to you by law.

As outlined below, the City has established an amount it believes is just compensation based on the market value estimated for your property. The City's offer is as follows:

Temporary Construction Easement:	35.85 SF x \$6.00/SF x 8% x 2 years	\$34.42
Total Amount (Rounded)		<u>\$200.00</u>

Offer Letter
Dietrich
January 28, 2025

The offer of just compensation is based upon market research and is used when the property rights being acquired involve compensation of less than \$15,000. Accordingly, an appraisal has not been completed on this property.

If a mutually agreeable settlement is not reached, the City, acting in the public interest, will use its right of eminent domain to acquire property for public use. In conformity with the Washington State Constitution and laws, the City's legal counsel will file a condemnation suit to obtain a "Court Order of Public Use and Necessity", and a trial will be arranged to determine the just compensation to be paid for the property. This action is taken to ensure your rights as an individual property owner are protected. If a condemnation action is filed, you should consider consulting with an attorney to ensure that you receive appropriate representation.

You may wish to employ professional services to evaluate the City's offer. If you do so, we suggest that you employ well-qualified evaluators so that the resulting evaluation report will be useful to you in deciding whether to accept the City's offer. The City will reimburse up to \$750.00 of your evaluation costs upon submission of the bills or paid receipts.

The Internal Revenue Service (IRS) requires that the City obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction.

Payment for your property and/or property rights will be made available to you as soon as reasonably possible after acceptance of the City's offer, provided that there are not delays in closing the transaction. The date on which payment is made available to you is called the "payment date". On that date, the City becomes the owner of the property rights purchased and responsible for its control and management.

If you have personal property presently located on the property being acquired by the City that needs to be moved, the City will reimburse you for the cost of moving it through the Relocation Assistance program.

Enclosed please find the following:

- Transportation Needs and You Brochure (explaining the Right of Way acquisition process)
- A plan sheet showing the property rights needing to be acquired
- A copy of the valuation of your property
- The necessary legal documents for the transferring of the property or property rights.
- W-9 per IRS requirements

Offer Letter
Dietrich
January 28, 2025

This letter has been sent to provide a concise statement of City's offer and summary of your rights. Please feel free to direct any questions you may have to the undersigned. Thank you for your time and consideration.

Sincerely,



Zac DeLashmutt / Zdelashmutt@Epicland.com
Right of Way Agent
(509) 315-2758
12310 E Mirabeau Pkwy, Ste. 150, Spokane Valley, WA 99016

Acknowledgment of receipt of Offer Letter

Signature: _____ Date: _____

Signature above does not mean acceptance or rejection of offer.



City of Clarkston

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829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

February 28, 2025

Clarkston First Assembly of God
1301 Poplar St.
Clarkston, WA 99403

Re: Introduction Letter

Project Title: 13th Street and Poplar Street Roundabout

Fed Aid No.: WA-13278

Assessor's Parcel No.: 10042203200140000

Situs Address: 1301 Poplar St., Clarkston, WA 99403

Dear Clarkston First Assembly of God,

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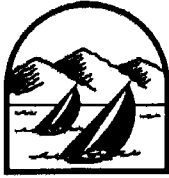
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February 28, 2025

Clarkston First Assembly of God
1301 Poplar St.
Clarkston, WA 99403

Offer Letter

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Parcel No.: 10042203200140000
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- The basic protections afforded to you by law.

As outlined below, the City has established an amount it believes is just compensation based on the market value estimated for your property. The City's offer is as follows:

Temporary Construction Easement:	4,624.82 SF x \$6.00/SF x 8% x 2 years	\$4,439.83
Total Amount (Rounded)		\$4,440.00

Offer Letter
Clarkston First Assembly of God
February 28, 2025

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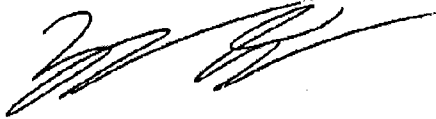
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Offer Letter
Clarkston First Assembly of God
February 28, 2025

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