

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, MAY 12, 2025**

1. **REGULAR MEETING CALL TO ORDER:** 5:30 P.M.
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES:** April 28, 2025 Regular Meeting
5. **PRESENTATION:** Avista Utilities
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 – 5/7/2025**
 - C. **Public Works – 5/6/2025**
 - 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 Supplemental Agreement 2 – Keller Associates (Public Works)**
 - B. **Custody Account Application – US Bank (Finance/Admin)**
10. **NEW BUSINESS:** None
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.

CLARKSTON CITY COUNCIL MINUTES
April 28, 2025

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

STAFF: Interim Chief Daniel, Chief White, PWD Dimmick, Attorney Hanson, Deputy Clerk/Treasurer Charlene Fenelon

AGENDA CHANGES: None.

APPROVAL OF MINUTES: Minutes of the April 14, 2025 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: None

B. From the Mayor: Mayor Lawrence notified council that Deputy Clerk Charlene Fenelon is filling in for Clerk Rachel Frost while Rachel is away at a conference. Mayor Lawrence advised council that all of City Hall employees had recently completed a live by Zoom "Leading a Workplace Free of Harassment and Discrimination" training hosted by WCIA. This was required training for all City Hall employees. Mayor Lawrence notified the council that some staff had attended "The Rise of Incivility" sponsored by the National League of Cities. Mayor Lawrence notified council of an EPIC open house to discuss ways to handle the rise of substance abuse in the communities. The open house is on May 14 from 9:30 to 12:30 and a continental breakfast will be served.

C. From Staff or Employees: Chief White notified the council that the Asotin County Emergency Communications Advisory Committee (which we are a member of) is requesting the County Commissioners place a proposition on this November's general election ballot to ask voters for a 1/10th of 1% SALES TAX authorized by RCW 82.14.420 specifically for emergency communication systems and facilities. Due to our aging communication systems and infrastructure which includes dispatch services, equipment, and radio towers along with the rising costs of repair and maintenance, the advisory committee is looking to find a long-term funding solution without keeping the burden on the taxpayers.

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the April 28, 2025 period of \$270,179.81. 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 1730, Donations Policy – 2nd Reading (Finance/Admin) Deputy Clerk Fenelon read the Ordinance by Title. MOTION BY ALBERS/EVANS to adopt the Ordinance. Motion Carried.

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

- 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)

NEW BUSINESS:

- A. **Introduction and Offer Letters, 13th St & Poplar St Roundabout – J. Dietrich (Public Works)**
PWD Dimmick provided a brief overview of the letter. MOTION BY MCDUGALL/ALBERS to approve the Introduction and Offer Letters. Motion Carried.
- B. **Introduction and Offer Letters, 13th St & Poplar St Roundabout – Clk First Assembly of God (Public Works)** PWD Dimmick provided a brief overview of the letter. MOTION BY PIERCE/VINTON to approve the Introduction and Offer Letters. Motion Carried.

COUNCIL COMMENTS: Councilmember Pierce shared that he had reviewed the current dog licensing ordinance and does not believe that the ordinance should be updated at this time. After spending time with Animal Control Officer Turner he has learned that the citations are complaint driven for issues of smell and noise. He mentioned that there are kennel permits allowed in certain areas and circumstances that people who house others dogs can look into when needed.

PRESS QUESTIONS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT:

Meeting adjourned at 5:44 pm.

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 4/28/25	Ck #80303-80331	\$49,756.22
Payroll 4/4/25	Ck #80290-80300	\$220,423.59

Public Safety
May 7, 2025

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

Police:

- Chief Daniel is continuing to work on schedule updates in preparation for the new jail opening.
- Chief Daniel shared that on Thursday, May 8 at 5:00 p.m., There will be an all staff meeting for sharing of information and ideas.
- CPD is moving forward in establishing an eligibility list for future police officer openings.
- Our newest officer will be finishing his field training and will be able to patrol independently in the month of June.
- Our school resource officer will be done for the school year in June and will be doing standard patrol in the summer months.

Fire:

- Chief Darin White was at a conference and was not able to attend our meeting.

There will be no Public Safety Meeting on May 21, next Public Safety Meeting will be held June 4, 2025 at 4:00 p.m.

Public Works Committee 5/6/25

Russ Evans, David Vinton, Mayor Lawrence, Rachel Frost, Chief Daniel, Representative from Public Works Union, Laura Hanson and Cody Cope, Richard Gittins

- 1- Concerns with privatizing the solid waste department were discussed.
- 2- Chief Daniel brought us concerns from the Port, specifically Bonneville Power.
- 3- 2025 Street maintenance plan discussed. 6th St South of the Y. 11th St highland to Fair and Elm from 10th to 13th
- 4- Contract with Keller to hire a ROW sub consultant for safe routes to school project. Council needs to approve the signature.
- 5- Discussion of future apartments being built and being planned.



MINUTES

LEWIS CLARK VALLEY MPO POLICY BOARD

Thursday, April 10, 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:** Kathy Schroeder, Jim Kleeburg, Brian Shinn, Rebecca Couch, Jenny George, Sarah Reaves, Dwayne Paris, Kelley Dolan (FHWA)
3. **CITIZEN COMMENTS:** None

4. **AGENDA**

A. **Approval of Minutes:** March 13, 2025, **Action: Approval**

- Ms. Schroeder made a motion to approve the minutes from the March 13, 2025, meeting; Ms. Reaves provided a second. The motion passed unanimously.

B. **Financial Statements:** March 2025, **Action: Approval**

March 2025		
Checks 2743-2745	\$	15,648.47
Payroll		
Electronic Payments	\$	136.32
TOTAL EXPENSES:	\$	15,784.79

- Ms. Schroeder made a motion to approve the financial report for the month of March; Mr. Kleeburg provided a second. The motion passed unanimously.
- ##### C. **FY2025-FY2029 Transportation Improvement Program (TIP):** A review and approval of the following FY2025-2029 TIP actions.
- **ADMINISTRATIVE MODIFICATION 25-02**, City of Clarkston, Key #13278, 13th Street Intersection Improvements – Addition of funds to project in the amount of \$117,000 for a total of \$960,000 **Action: Approval**
 - Ms. Couch explained the Administrative Modification requiring Policy Board approval.
 - Ms. Schroeder made a motion to approve the TIP Administrative Modification.
 - Ms. Reaves provided a second. The motion passed unanimously.

5. **MPO Director Comments**

A. **Summary of Invoices/Project Contracts per LCVMPD Financial Procedures**

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.

- 1) Urban SDK, Travel Demand Model, final invoice 1645 for \$4,000.00 (\$62,500 total contract, \$58,500 previously billed, \$0 (0%) remaining).
- 2) Palouse RTP, Administrative Services for March 2025, Invoice 006 for \$6,665.
- 3) Kittleson & Associates, Long Range Transportation Plan, Professional Services through February 28, 2025, Invoice 0154070 for \$37,500 (\$150,000 total contract, \$52,500 previously billed, \$60,000 (40%) remaining).

- 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. **Upcoming Travel:** None.

6. **MPO Policy Board Comments**

- Mr. Shinn shared that Asotin County has hired a Public Works Director/Engineer, his name is Joshua Malkim and he begins the position on May 5. Mr. Shinn will miss the May meeting. Becky will reach out to Mr. Malkim to let him know about the schedule of Policy Board meetings and invite him to the May meeting.
- Kelley Dolan with FHWA introduced herself via zoom.

7. **ADJOURNMENT:** Mr. Shinn adjourned the meeting at 4:45 p.m.

Next regular Policy Board meeting is scheduled for **May 8, 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



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>2</u>		Organization and Address Keller Associates, Inc. 733 5th Street, Suite A Clarkston, WA 99403	
Original Agreement Number		Phone: 509-295-6095	
Project Number HLP-SR23(003)	Execution Date 1/19/2024	Completion Date 6/30/2025	
Project Title Grantham Elementary School Pedestrian Safety Improvements	New Maximum Amount Payable \$259,621.84 (unchanged)		
Description of Work This supplement adds in a Phase 2 to allow for an addition for a sub consultant contract for ROW services required as part of the design and ROW acquisition process. Included in this supplement will be the ROW funding estimate, waiver valuations/appraisals/review, and acquisition/negotiation and other support costs for this project's affected parcels. Funding for this supplement will be covered by a transfer of money from the ROW phase to Preliminary Engineering phase in the amount of \$14,355.			

The Local Agency of City of Clarkston
 desires to supplement the agreement entered in to with Keller Associates, Inc.
 and executed on 1/19/2024 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:

The current scope of work will be modified to add in a Phase 2, Right-of-Way Acquisition as set forth in the attached Exhibit B, and by this reference, made a part of 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: Completion Date is not changed.

III

Section V, PAYMENT, shall be amended as follows:

Preliminary Engineering Phase budget shall be adjusted from \$177,220 up to \$191,575 and shall cover the sub-consultant contract, included in Exhibit B and additional Keller time, included in Exhibit C. Right-of-Way phase amount shall be reduced from \$77,525 to \$64,503 for a total project cost adjustment of \$0.

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: _____ By: _____

Consultant Signature

Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost	\$52,880.57	\$398.64	\$53,279.21
Overhead (Including Payroll Additives)	\$92,239.58	\$695.35	\$92,934.93
Direct Non-Salary Costs	\$0	\$13,022.00	\$13,022.00
Fixed Fee	\$31,679.73	\$238.82	\$31,918.55
Total	\$176,799.88	\$14,354.81	\$191,154.69

Exhibit B

Exhibit A

Scope of Work

Project No. 224004

The CITY of Clarkston Department of Public Works ("CITY") is requesting right-of-way acquisition consulting services as part of Grantham Elementary School Pedestrian Safety Improvements Safe Routes to School Project ("Project"). The project is supported with funding from Washington's Climate Commitment Act (CCA). Due to federal funding, right of way tasks are subject to Washington State Department of Transportation ("WSDOT") oversight and will follow all local, state, and federal policies and regulations including the Uniform Relocation Assistance and Real Property Acquisition Act (URA).

The CITY is anticipating real property valuation and acquisition tasks will be required for the following tax parcel owned by one (1) unique entity impacted by the project. Property rights being sought include rights of entry and Fee acquisitions.

Property Owner	Parcel No.	Right of Way	TCE
Clarkston School District	10041901500040000	X	

Scope of Work

Professional right of way services performed by EPIC will follow all local, state, and federal policies and regulations including the Uniform Relocation Assistance and Real Property Acquisition Act (URA), WSDOT LAG, and WSDOT Right of Way Manual. Approved Consultants for Right of Way Services employed by EPIC will interface with CITY and its partners to manage the scope of services necessary to deliver the project, from start to finish. EPIC will prepare and maintain a detailed project schedule and provide periodic progress reports to the CITY. Key right of way deliverables for this project will include:

1. Right of Way Funding Estimate

Epic will prepare a Right of Way Funding Estimate for the acquisition of lands, property rights and temporary construction easements necessary for the CITY to perform this project in accordance with the guidelines detailed in the WSDOT Right of Way Manual. For this proposal, it is assumed that one (1) tax parcel and one (1) unique property owner will be impacted. The funding estimate for the one (1) tax parcel will include costs for Waiver Valuations/appraisals/appraisal review, right of way acquisition (land and improvements), severance damages, escrow, demolition and clearance, legal costs and other support costs for this project's affected parcels. Data will be provided justifying estimate costs. Epic will deliver to the CITY for approval. The CITY will review and send to WSDOT for comment and approval as needed. Epic will provide updates to the funding estimate based on CITY and WSDOT review and commentary.

2. Waiver Valuation and/or Appraisal Reports

Epic will assume one (1) Waiver Valuation is required. The Waiver Valuation will be prepared by qualified staff and presented to the CITY for Determination of Just Compensation and to set the initial offer amount. As applicable, Epic will adhere to the WSDOT Right of Way protocols for appraisal services as well as the Waiver Valuation Policy. The Waiver Valuation will be completed within 2 weeks of Notice to Proceed (NTP).

3. Acquisition/Negotiation

Epic will interface with the CITY and its partners to manage the scope of the real estate services necessary for this project. Epic will prepare and maintain a detailed project schedule and provide periodic progress reports to the CITY. Epic will ensure the right of way process has been followed in accordance with all CITY, WSDOT, and federal policies and regulations. Epic's team will regularly reference the WSDOT Right of Way and Local Agency Guidelines (LAG) manuals.

Epic will provide real estate acquisition and negotiation services for the parcels affected by this project. Epic will assist the CITY in developing all right-of-way documents and offer letters in accordance with the CITY's right-of-way procedures manual for acquisition of affected properties. Epic will draft the acquisition documents using WSDOT-approved forms or quality control of any forms that are created directly by CITY staff for pre-acquisition review before any offers are made to property owners.

Epic agents will act in good faith always and will never coerce owners in an attempt to settle the parcel. All negotiations will start with an in-person presentation of all offers when feasible. Epic will identify property owner issues, concerns and differences early on and document that information in the individual parcel negotiation diary. Epic will work with CITY staff throughout the negotiation process with the property owner until settlement is reached.

Epic will review Agency-supplied title reports for the affected parcels and provide Title Review Memos identifying all potential encumbrances to project team members. Epic will assist in clearing the necessary encumbrances prior to closing, if feasible. Epic will facilitate recording and payment if necessary.

Eminent domain support will be provided as needed.

4. Closing and Certification Support

All federally funded projects require right of way certification by WSDOT. To assist the CITY in obtaining WSDOT Right of Way Certification and protect Federal Aid, Epic will maintain all files throughout the project and provide the files to the WSDOT Local Agency Coordinator electronically. Epic will also assist the CITY in preparation of the Right of Way Certification letter and spreadsheet for submittal to WSDOT. The expected term of the project is Twenty-four (24) months; however, Epic will focus on getting acquisitions completed as soon as possible.

Exhibit C

Draft - 04-02-25

Principal & QA/QC Manager	Project Engineer II	Project Engineer I	Surveyor (PLS)	Survey Tech	CAD	Administration
\$ 70.67	\$ 60.00	\$ 45.67	\$ 35.67	\$ 46.00	\$ 46.00	\$ 52.88
						\$ 27.30

3.0		2.0			

[illegible][illegible]

0.0	5.0	0.0	2.0	0.0	0.0	1.0
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0.0	5.0	0.0	2.0	0.0	0.0	0.0	1.0
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GRAND TOTAL	0.0	5.0	0.0	2.0	0.0	0.0	0.0	1.0	8.0
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[illegible]

Total

1000

1

13

103

10-9

14.

Exhibit D

Prime Consultant Cost Computations

Fee Proposal

Real Estate Services Task		
Right of Way Funding Estimate		\$1,088
Acquisition/Negotiation		\$5,712
Closing and Certification Support		\$1,724
Other Direct Costs		\$8,524
Mileage/Tolls/Travel Expenses – Up to 176 miles @ 2 trips x .70/mile		\$247
Postage/Overnight Packages – Up to 3 pkgs sent via certified mail @ \$17 each		\$51
On-line Data services - Assumes 24 months @ \$100/month		\$2,400
Waiver Valuation - \$1,800 each – billed as flat rate		\$1,800
Total Other Direct Costs		\$4,498
Total Cost		\$13,022

NOTE ABOUT WSDOT RATES: The rates above reflect the direct salary rates for individuals that are currently anticipated to participate in work under this contract. The actual rate billed shall be based on the direct salary of the individual having performed the work, plus overhead and profit. These rates will be re-calculated at the beginning of each calendar year. Staff billing rates provided include the Federal Acquisition Regulation (FAR) approved overhead rate for Epic Land Solutions, Inc. and are suitable for state and federally funded projects.

Assumptions

1. Assumes four (4) client meetings, Weekly status report preparation, and related tasks.
2. Assumes one (1) tax parcel with one (1) unique owner affected.
3. Assumes one (1) Waiver Valuation will be needed. If appraisals are required, appraisal will be billed at \$6,500 each, desk reviews will be \$2,000, and field reviews will be \$3,000. An amendment will be required.
4. Assumes 1 Waiver Valuation to be delivered 2 weeks after NTP.
5. Assumes Client will provide Right of Way document templates. Epic can WSDOT templates if needed.
6. Assumes eminent domain support will include impasse letters, owner files, and diaries for the attorney. Deposition, court testimony, and expert witness fees are additional to be compensated on a time and materials basis.
7. Assumes 1 partial acquisition, no full acquisitions or relocations.
8. Assumes no Phase I or Phase II Site Assessments are required from Epic.
9. Assumes project has no delays and that scope can be completed within twenty-four (24) months from NTP.
10. Assumes that if NTP is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.
11. Assumes legal descriptions of right of way area, plat maps, project plans, and right-of-way maps will be provided by the CITY at the NTP.
12. Assumes Preliminary Title Reports will be coordinated by Epic and supplied by the CITY at the Notice-to-Proceed.
13. Epic will conduct a detailed analysis of the title. Tasks related to title clearance may result in additional scope/fees.
14. Signed conveyance documents will be delivered to the CITY to process payment and recording. Epic can provide escrow, payment and recording oversight at additional cost.
15. Assumes completed acquisition files will be provided to the CITY for retention.

Custody Account Application - Institution - CIP Exempt



Please return the following to iasnewaccounts@usbank.com - Signed application, signed fee schedule, transfer authorization form (if applicable.)

Please ensure all sections are complete.

Account Owner Information

Name of entity/individual. An entry is required.

(For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

CITY OF CLARKSTON

Business name/disregarded entity name, if different from above.

Account Title (if different than above)

Address (cannot be a PO Box)

ATTN: Rachel Frost
829 5TH STREET

Designated Agent
(Advisor Name)

Time Value Investments

City, State, Zip CLARKSTON, WA 99403

NAICS Code 921110

Tax I.D. 91-6001238

(www.census.gov/naics/)

Phone number (required) (509)758-5541

(To be used for disbursement authorization)

Are there other DBA or trade names used for the same legal entity? ☐ Yes ☒ No

If Yes, please provide names

Check appropriate box for federal tax classification

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation

☐ Partnership ☐ Limited liability company. Enter the tax classification (C=C Corp, S=S Corp, P=Partnership)

Exempt payee code (if any)
(See bottom of page 3 for codes)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) Tax Exempt Entities - Municipality

What is the ownership structure of the entity?

☒ Majority owned by Government (Provide website address) <https://clarkston-wa.com/>

☐ Federally or State Regulated Domestic Financial Institution (Provide regulator)

☐ Publicly Traded on a Domestic Exchange (Provide Ticker Symbol)

1. Customer is a U.S. Citizen, U.S. Resident Alien or an entity principally registered in the U.S. ☒ Yes ☐ No

If no, please submit a W-8 BEN-E and state the Customer's country of residence or principal registration

Note: If no is marked and a W-8BEN-E is provided the IRS section on pg. 7 does not apply.

2. Is the entity headquartered outside the United States? ☐ Yes ☒ No If Yes, what country is it located in?

3. Are there physical locations or business addresses for the entity outside the U.S. ☐ Yes ☒ No

If Yes, list addresses