

**CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
MONDAY, AUGUST 11, 2025**

1. **REGULAR MEETING CALL TO ORDER:** 5:30 P.M.
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES:** July 28, 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 – 8/6/2025**
  - C. **Public Works – 8/5/2025**
  - 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 1732, Amending Business License App. Requirements – 2<sup>nd</sup> Reading (Finance/Admin)**
  - B. **Ordinance 1733, Adopting Business Licensing Threshold Changes – 2<sup>nd</sup> Reading (Finance/Admin)**
8. **CONSENT AGENDA:**
  - A. **Special Event Permit, Labor Day Rally – Asotin Co Democrats (Public Safety)**
  - B. **Amendment to Scope of Engagement – Teresa D. Johnson CPA, Inc. (Finance/Admin)**
9. **NEW BUSINESS:** None
10. **COUNCIL COMMENTS:**
11. **QUESTIONS FROM THE PRESS:**
12. **EXECUTIVE SESSIONS:** 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**  
**July 28, 2025**

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

STAFF: Chief Daniel, Chief White, PWD Dimmick, Attorney Richardson and Deputy/Clerk Treasurer Charlene Fenelon

**AGENDA CHANGES:** Mayor Lawrence advised that an engagement letter for legal services with Etter, McMahon, Lamberson, Van Wert & Oreskovich, PC was being added to the agenda under New Business.

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

**PRESENTATION: Visit Lewis Clark Valley.** Mayor Lawrence introduced Michelle Peters, President/CEO of Visit Lewis Clark Valley, who provided an biannual update on the economic impact of tourism. Peters advised that lodging tax is up 52% from the previous year. She believes this is in large part due to the cruise ships. Clarkston is focusing on the pre-cruiser excursions. Mayor asked if we are still #2 in the state. Peters believes we are still in the running.

**EXECUTIVE SESSION:** Mayor Lawrence advised that Council would be entering into Executive Session regarding negotiations at 5:42 pm. The session is expected to last 30 minutes, and no decision will be made as a result of the meeting. At 6:12 pm Council returned to regular session.

**COMMUNICATIONS:**

- A. **From the Public:** Timothy Butler, 1215 Port Way  
Angi Bromley, 1215 Port Way
- B. **From the Mayor:** None.
- C. **From Staff or Employees:** None.

**COMMITTEE REPORTS:**

**Finance/Admin:** Total expenditures for the July 28, 2025 period of \$421,824.13 and the June end of month of \$475.60. MOTION BY EVANS/HOLMAN 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 they did not meet.

**Outside Organizations:** Mayor Lawrence advised that any minutes were included in the packet.

**UNFINISHED BUSINESS:** None.

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

- A. **Community Service Worksite Agreement – WA State Dept. of Corrections (Public Safety)**
- B. **Electronic Signature Agreement Form – Dept. of Ecology Quality Program (Finance/Admin)**

**NEW BUSINESS:**

- A. Resolution 2025-12, 2026 EMS Levy (Public Safety)** Deputy Clerk/Treasurer Fenelon read the Resolution by title. MOTION BY ALBERS/PIERCE to pass the Resolution. Motion Carried.
- B. Ordinance 1732, Amending Business License App. Requirements – 1<sup>st</sup> Reading (Finance/Admin)** Deputy Clerk/Treasurer Fenelon read the Ordinance by title. Vote will be at the next meeting.
- C. Ordinance 1733, Adopting Business Licensing Threshold Changes – 1<sup>st</sup> Reading (Finance/Admin)** Deputy Clerk/Treasurer Fenelon read the Ordinance by title. Vote will be at the next meeting.
- D. Agreement for legal services with Etter, McMahon, Lamberson, Van Wert & Oreskovich, PC.** MOTION BY ALBERS/REAVES to approve the contract. Motion Carried.

**COUNCIL COMMENTS:**

Councilmember Pierce addressed the issues brought in public comment. He stated that he understands how it works and that we are trying to address the situation while following all pertinent laws. He said we have been trying to do so for a couple of years. Pierce said we have the police and code enforcement working on it. Pierce commented that the State of Washington allows individuals to homestead a vehicle. Mayor Lawrence commented that we are being sued by some homeless and have been dealing with the lawsuit for approximately a year and a half now. Attorney Richardson commented that PW Director Dimmick and he are working on finding a solution, but they can't say when or what will happen. Councilmember Albers said she is sorry for what they (T. Butler and A. Bromley) are going through.

**PRESS QUESTIONS:**

Lewiston Tribune: What is the condemnation agreement for? Attorney Richardson answered that it is regarding the roundabout that had recently been put in at the Taco Time intersection. The City has been unable to settle with the owners and has had to begin the process of condemnation. The agreement is to hire attorneys who specialize in this area of law in order to make sure we are doing things correctly.

Lewiston Tribune: We notice that the EMS levy is increasing by more than a dollar this year; why is that? Attorney Richardson answered that it is because of the state of negotiations between the City and the fire department. We are in mediation now and may be headed into arbitration. The levy has to be set for an amount that will cover the demands of the fire department, should arbitration give the fire department all of the contract demands they have made.

**ADJOURNMENT:**

Meeting adjourned at 6:30 pm.

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Rachel Frost, City Clerk

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Monika Lawrence, Mayor

|                                           |                 |              |
|-------------------------------------------|-----------------|--------------|
| Total Fund Expenditures 7/28/25           | Ck #80746-80786 | \$190,380.73 |
| Payroll 7/18/25                           | Ck #80724-80736 | \$231,443.40 |
| Total Fund Expenditures June End of Month |                 | \$475.60     |

Public Safety  
August 6, 2025

**Attendance:** Mayor Monika Lawrence, Chief Darren White, Chief Josh Daniel, Sheila McDougall and Pat Holman

**Police:**

- Asotin County Democrats have filled out a Special Events Permit for a gathering at Vernon Park on September 1st. This will be on the agenda at the City council meeting, August 11th.
- K-9 Officer Koda has finished his training and is ready to get to work. His patrol car has some new graphics, and the electronics are nearly done. His first day of service is planned for Monday Aug 11, 2025.
- New digital speed monitor is up and running and is being moved around to different locations in Clarkston.
- CPD has hired a new officer in a lateral hiring. This officer will fill the vacancy. His first day of service is scheduled for Aug 19, 2025.

**Fire:** Chief Darren White had nothing new to report.

Next Public Safety Meeting is on Aug 20, 2025 at 4:00 p.m.

PWC 8/5/25

Attending: Russ, David, Skate, Mike, Mayor Lawrence

- 1- Stormwater project on 2<sup>nd</sup> St and Riverview should start by the 11<sup>th</sup>.
- 2- Discussed a commerce grant to assist Clarkston Haven construction. Commerce had some recommendations on how to Administer the grant.
- 3- Discussion on the purchase of property by the Nez Perce Tribe.
- 4- 2<sup>nd</sup> and Bridge roundabout needs the stripes installed properly.
- 5- PUD is going to install new sewer pipe between Libby and Park between 6<sup>th</sup> and 7<sup>th</sup> Streets.

**ORDINANCE NO. 1732**

**AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON  
MUNICIPAL CODE 5.02.050 BUSINESS LICENSE APPLICATION REQUIREMENTS**

**WHEREAS**, the City of Clarkston utilizes the services of the State of Washington Business Licensing Services; and

**WHEREAS**, applicants for business licenses within the City must purchase a business license with a City endorsement from Business Licensing Services,

**THEREFORE**, the City Council of the City of Clarkston does ordain to amend as follows:

**SECTION 1.0 5.02.050 APPLICATION - REQUIREMENTS**

**5.02.050 Application Requirements.**

~~All application for business licenses shall be made in writing to the licensing officer upon forms provided. The licensing officer shall adopt forms and prescribe the information to be given therein as convenient and necessary for processing the application. The application shall include a declaration that the information contained therein is true and complete to the best of the applicant's knowledge, signed by the applicant or authorized representative of the firm or corporation to be licensed.~~ *All applications for business license within the City of Clarkston shall be made through the State of Washington Business Licensing Services online at dor.wa.gov. Applicants must select the "City of Clarkston" license endorsement at the time of applying for a State of Washington business license.* No license shall be issued until the application has been fully completed and all applicable ordinances have been fully complied with. In addition, the applicant shall obtain a UBI number from the Washington State Department of Licensing and a contractor's registration, if applicable. ~~and that information shall be included on the application.~~ The applicant shall also be responsible for obtaining any additional licenses or certifications as required by state or federal law.

**SECTION 2.0 EFFECTIVE DATE**

This ordinance shall take effect immediately upon its passage, approval and publication.

Dated this 11<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
Monika Lawrence, Mayor

Authenticated by:

Approved as to form:

\_\_\_\_\_  
Rachel Frost, City Clerk

\_\_\_\_\_  
Todd Richardson, City Attorney

Publication Date:

**ORDINANCE NO. 1733**

**AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON  
MUNICIPAL CODE 5.02.031 TO ADOPT EXEMPTION THRESHOLD CHANGES EFFECTIVE  
JANUARY 1, 2026**

**WHEREAS**, the Association of Washington Cities (AWC) has amended the threshold to business licensing requirements; and

**WHEREAS**, the threshold changes are required to be effective beginning January 1, 2026,

**THEREFORE**, the City Council of the City of Clarkston does ordain to amend as follows:

**SECTION 1.0 5.02.031 (9)**

**5.02.031(9)** Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000, and who does not maintain a place of business within the city, shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

*Beginning January 1, 2026, the threshold amount is \$4,000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight month period, a zero (0) percent increase will be used in computing the annual basis.*

**SECTION 2.0 EFFECTIVE DATE**

This ordinance shall take effect beginning January 1, 2026.

Dated this 11<sup>th</sup> day of August 2025.

\_\_\_\_\_  
Monika Lawrence, Mayor

Authenticated by:

Approved as to form:

\_\_\_\_\_  
Rachel Frost, City Clerk

\_\_\_\_\_  
Todd Richardson, City Attorney

Publication Date:



**CITY OF CLARKSTON**  
**SPECIAL EVENTS PERMIT APPLICATION**



*City of Clarkston*

**829 Fifth Street, Clarkston, WA 99403**

|                                                                                    |                                                                                                                                                                             |                                                                                     |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                    | 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. | <b>Date:</b>                                                                        |
| <b>1</b>                                                                           | <b>Applicant: Asotin County Democrats</b><br><b>Address: 601 3<sup>rd</sup> Street #153</b><br><b>e-mail:</b>                                                               | <b>Phone:</b><br><b>City: Clarkston</b><br><b>State, Zip: 99403</b>                 |
|                                                                                    | <b>Contact Person: Becky Eklund</b><br><b>Address: 2037 Jacobson Court</b><br><b>e-mail:</b>                                                                                | <b>Phone: 503.580.8887</b><br><b>City: Clarkston</b><br><b>State, Zip: WA 99403</b> |
|                                                                                    | <b>Sponsoring Organization: Asotin County Democrats</b><br><b>Address: 601 3<sup>rd</sup> Street #153</b><br><b>Website:</b>                                                | <b>Phone:</b><br><b>City: Clarkston</b><br><b>State, Zip: WA 99403</b>              |
| <b>2</b>                                                                           | <b>Event Title: Labor Day Rally</b>                                                                                                                                         |                                                                                     |
|                                                                                    | <b>Description: A gathering of people to rally against the federal administration actions and policies</b>                                                                  |                                                                                     |
|                                                                                    | <b>Will City Services be requested for street closure:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                              |                                                                                     |
|                                                                                    | <b>Date(s) of Event: 9/1/2025</b> <b>From: 11</b> <b>AM</b> <b>TO: 1</b> <b>PM</b>                                                                                          |                                                                                     |
|                                                                                    | <b>Event Location: Vernon Park</b> <b>Ages of Attendees: All</b> <b>Total Attendance: 100</b>                                                                               |                                                                                     |
| <b>Is this an Annual Event? No</b> <b>How many years have you held this event?</b> |                                                                                                                                                                             |                                                                                     |

### 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

☒☐

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 4 \_\_\_\_\_

Will Sound amplification be used? If yes, Start /time 11am Finish/Time 1 pm

→ Microphone

☐☒

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:

Potluck with people bringing their own food.

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: \_\_\_\_\_

7

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | <p>Additional charges for dumpster rental and disposal fees may apply.</p> <p>Number of Dumpsters <u>    </u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9  | <p><b>Mitigation of Impact</b></p> <p>YES NO</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> 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:<br/> <i>Activities will have little or no impact on local organizations</i></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Do you have a sample of the notice that you will distribute prior to your event? If yes, please attach. <i>Not yet</i></p>                                                                        |
| 10 | <p><b>Business or Resident Petition</b></p> <p>YES NO</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> 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. <b>Important: A separate right-of-way permit is required for road closures.</b></p> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | <p><b>Insurance Requirements</b></p> <p>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.</p> <p><b>The certificate of insurance shall include the following items:</b><br/> location of event; type of event; separate endorsement sheet; date(s) of coverage.</p> |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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:** Becky Eklund \_\_\_\_\_

*Becky Eklund*  
**Signature:** \_\_\_\_\_

**Date:** 8/6/25

### 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:** \_\_\_\_\_



Teresa D. Johnson CPA, Inc.

August 5, 2025

**Monika Lawrence, Mayor**  
**City of Clarkston**  
829 Fifth St.  
Clarkston, WA 99403

Dear Monika:

This amendment (the "Amendment") modifies the engagement agreement between Teresa D Johnson CPA, Inc ("firm," "we," "us," or "our") and the City of Clarkston ("you" or "your") dated November 22, 2024 (the "Agreement"), which is incorporated herein by reference.

***Engagement Objective and Scope***

The scope of services included in the Agreement is hereby amended as follows to include:

- Technical accounting assistance with the budget process

All other terms and conditions included in the Engagement Letter continue to apply to our services noted in the Agreement and this Amendment.

\* \* \* \* \*

We appreciate the opportunity to be of service to you. Please date and execute this Amendment and return it to us to acknowledge your acceptance. We will not proceed with any modification described in this Amendment until we receive the executed Amendment.

Very truly yours,

Teresa D. Johnson

*Approved:*

\_\_\_\_\_  
Monika Lawrence, Mayor

Date: \_\_\_\_\_