

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, SEPTEMBER 22, 2025**

- 1. REGULAR MEETING CALL TO ORDER: 5:30 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES: September 8, 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 – 9/17/2025**
 - C. Public Works – 9/16/2025**
 - D. Outside Organizations – Visit LC Valley, Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
- 7. UNFINISHED BUSINESS: None**
- 8. CONSENT AGENDA:**
 - A. Special Event Permit, 6th Street Trick of Treat – McVey Entertainment Group (Public Works)**
 - B. Mayoral Proclamation, National Youth Substance Use Prevention Month**
- 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
September 8, 2025

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

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

AGENDA CHANGES: Mayor Lawrence advised a discussion of City Hall Facilities, and a discussion of the EMS Levy Town Hall meeting is being added to the agenda under New Business.

APPROVAL OF MINUTES: Minutes of the August 25, 2025, Regular Meeting were approved as distributed.

PRESENTATION: K9 Koda. Chief Daniel introduced Officer Heckathron and Koda, the K9. Chief Daniel advised Koda has been in service for two weeks and had been deployed 8-9 times with successful drug finds.

COMMUNICATIONS:

A. From the Public: None.

B. From the Mayor: Mayor Lawrence reminded Council the updated employee policies handbook is in effect and available on the City's website.

C. From Staff or Employees: Chief Daniel introduced the newest police officer, Michael Rosenquist. Chief Daniel provided an update on the homeless population currently residing in the Port of Clarkston.

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the September 8, 2025 period of \$534,074.43. MOTION BY VINTON/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:

A. Ordinance 1734, 2025 Budget Amendment – 2nd Reading (Finance/Admin) Clerk Frost read the Ordinance by title. MOTION BY HOLMAN/VINTON to adopt the Ordinance. Motion Carried.

CONSENT AGENDA: MOTION BY PIERCE/REAVES to approve the Consent Agenda. Motion Carried. After the vote, Mayor Lawrence recognized the members of the Daughters of the American Revolution in attendance for the Proclamation of Constitution Week. They invited Council and audience members to join them in ringing the bells, a tradition that commemorates the signing of the U.S. Constitution on September 17, 1787. This will be on September 17th at 12:30pm on 13th and Highland.

A. Special Event Permit, Flavors of Clarkston (Public Works)

B. Letter of Support for Keller Assoc. – American Council of Engineering Companies (Public Works)

C. School Resource Officer Agreement – Clarkston School District (Public Safety)

D. Mayoral Proclamation, Constitution Week

NEW BUSINESS:

A. Discussion on the Use of City Facilities

Mayor Lawrence opened the discussion on the use of the council chambers and conference room. She advised that per our insurance company the city needs to require outside entities to provide Certificate of Liability Insurance for the use of the city facilities. Lesa Sanphillippo with BuzzLab advised that their entity has found another place. Ms. Sanphillippo, speaking on her own behalf, then asked if moving forward anyone who wants to use the city facilities will be required to provide the insurance? Mayor Lawrence advised yes and explained we were told by our insurance company that we need to require it. Attorney Richardson stated that the City cannot gift public funds, and purchasing additional insurance for outside people or entities could be considered that. Ms. Sanphillippo stated that her understanding is that this building is for tax-paying people and it seems odd that coming into a public space she would have to pay for additional insurance. Mayor Lawrence stated that anyone who wants to have an organized function in our parks is required to provide insurance as well. Councilmember Evans asked which location her entity has found for their show? Ms. Sanphillippo advised Hogans.

B. Discussion on EMS Levy Town Hall

Mayor Lawrence opened the discussion on having an open house for Q&A on the EMS Levy. Chief White advised that the levy will be on the ballot in November and advised potential dates to have an open house. Chief White asked for Council's input on a potential date and advised that he and the mayor would be fielding the questions. Councilmember Pierce advised Chief White to pick a date and any councilmembers available will attend. Chief White advised Wednesday, October 22, 2025, at 5:30pm in the council chambers. Councilmember Pierce asked if the TBD will be on this next election as well? PWD Dimmick answered yes. Mayor Lawrence commented that PWD Dimmick has put together a presentation and will present at one of our upcoming council meetings.

COUNCIL COMMENTS: None.

PRESS QUESTIONS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT:

Meeting adjourned at 5:54pm.

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 9/8/25	Ck #80953-81010	\$224,604.48
Payroll 9/5/25	Ck #80927-80952	\$309,469.95

Public Safety
September 17, 2025

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

Police:

- New CPD Officer Rosenquist is doing well and there has been confirmation for his two-week training at the Police Academy. Chief Daniel is anticipating in 8-9 weeks that Officer Rosenquist will be on full duty.
- Officer Bryan Odenborg has retired after over 20 years of service in law enforcement. Officer Odenborg will be greatly missed but we wish him the very best and thank him for his service.
- A lateral police officer hiring process has begun to replace Officer Odenborg.

Mayor:

- Mayor Monika Lawrence shared with us that police contract negotiations will be starting soon.

Fire:

- Chief Darren White is out of town and was unable to attend the meeting.

Next Public Safety meeting will be on October 8, 2025 at 4:00 p.m.

Public Works Committee

9/16/25

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

- 1- Discussed sinkhole opening up near the roundabout and how to get it fixed quickly
- 2- Special event permit for the 6th Street Trick or Treat

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



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.	Date: 09/05/2025
1	Applicant: McVey Entertainment Group LLC	Phone: 208-743-2502
	Address: 2575 Snake River Avenue	City: Lewiston
	e-mail: angie@koze.com	State, Zip: ID 83501
	Contact Person: Angie McVey	Phone: 208-743-2502
	Address: same as above	City:
	e-mail:	State, Zip:
	Sponsoring Organization: McVey Entertainment Group	Phone:
	Address:	City:
	Website: koze.com	State, Zip:
2	Event Title: Sixth Street Trick or Treat	
	Description: Trick or Treating at 6th Street businesses 	
	Will City Services be requested for street closure: ☒ YES ☐ NO	
	Date(s) of Event: October 31, 2025 From: 4:00 PM AM/PM TO: 6:00 PM AM/PM	
	Event Location: 6th Street Elm to Chestnut Ages of Attendees: 0-99 Total Attendance: 1,000	
	Is this an Annual Event? Yes How many years have you held this event? 15+	

Site Plan/Route Map

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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 _____ 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:

McVey Entertainment Group will use our own equipment to provide music in the street

☐☒

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:

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: We will contact affected 6th Street Businesses in the coming weeks; most are already aware of the event ☐ ☒ 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

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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: Angie McVey

Signature: Angie McVey **Date:** 09/05/2025

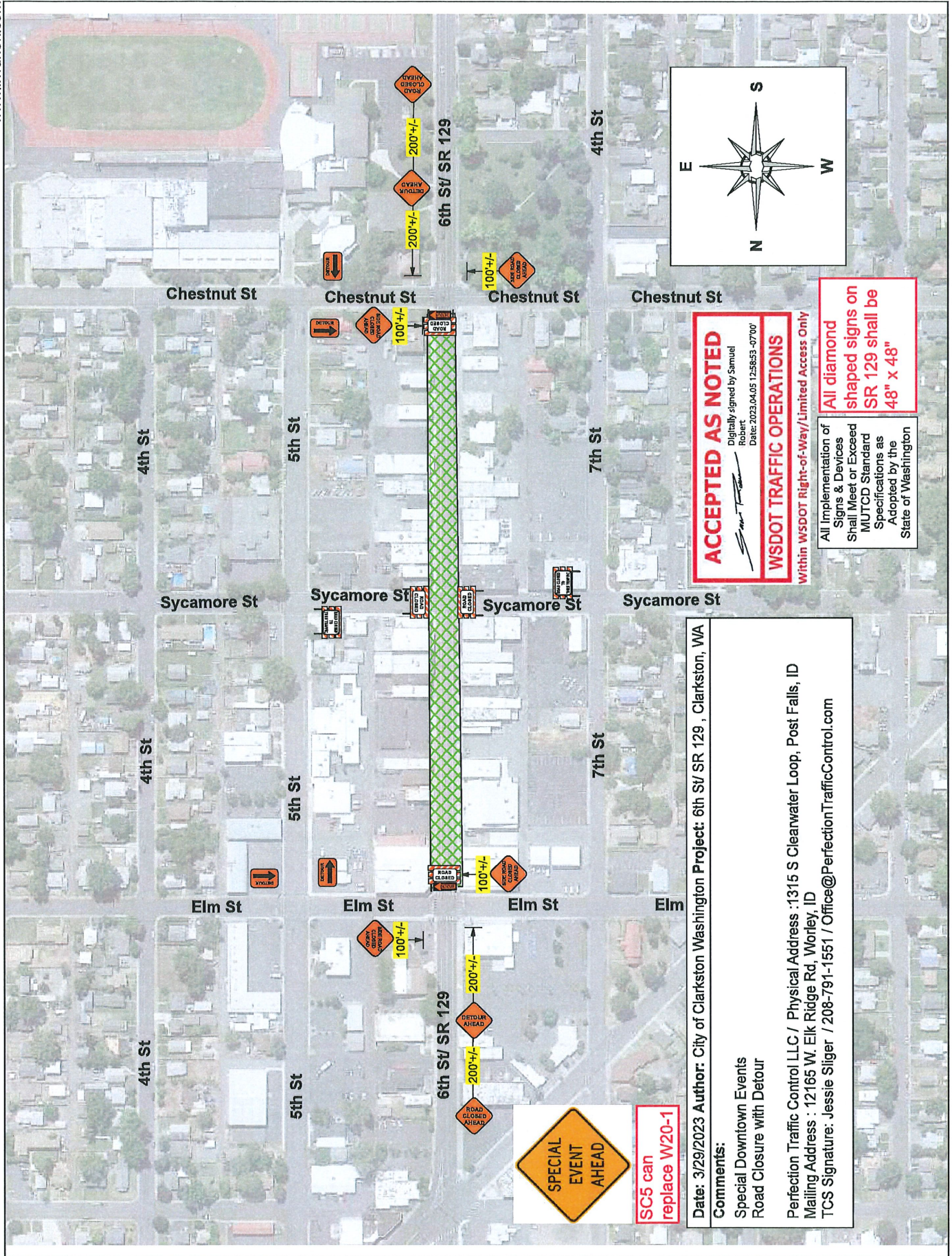
FOR OFFICIAL USE ONLY

Approved by: Police _____ **Fire** _____ **Public Works** _____

Clerk Treasurer _____ **Council** _____

Permit Detained /Denied for the following reasons: _____

Approval with the following Conditions: _____





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

Proclamation

- Whereas: October is National Substance Misuse Prevention Month and National Youth Substance Use Prevention Month; and
- Whereas: Asotin County has one of the highest rates of youth alcohol use in Washington State; and
- Whereas: We know that delaying the use of alcohol drastically reduces the risk for addiction and substance use disorder; and
- Whereas: Asotin County also has a high rate of underage tobacco use; and
- Whereas: While the rates have been decreasing for the past decade; and
- Whereas: We remain well above state average for alcohol and tobacco use among teenagers; and
- Whereas: The younger a person is when they begin using alcohol or tobacco, the higher the risk of addiction; and
- Whereas: We call on the community to help create change; and
- Whereas: This month, the City of Clarkston City Council calls on everyone to reach out to the young people in their lives to share information, promote healthy lifestyles and help transform lives through evidence-based substance use prevention; and

Now, Therefore, the City of Clarkston, Washington does hereby proclaim

October 2025

National Youth Substance Use Prevention Month



MONIKA LAWRENCE, MAYOR
CLARKSTON, WASHINGTON



TREE CITY USA.