

Selah City Council Retreat
Friday, August 28, 2015
8:30am — 4:00pm
Yakima convention Center

A. Call to Order & Roll

Members Present: Mayor Gawlik; Paul Overby; John Tierney; Dave Smeback; Roy Sample; Jane Williams; Laura Ritchie

Members Excused: Allen Schmid

Staff Present: Donald Wayman, City Administrator; Andrew Potter, Assistant to the City Administrator; Monica Lake, Executive Assistant

Mayor Gawlik welcomed everyone to the meeting, and turned it over to City Administrator Wayman.

City Administrator Wayman spoke briefly about the procedure for the meeting, then moved on to the first discussion topic.

1. Priority for Facilities
 - a. Police Station / City Hall
 - b. Civic Center

Council discussed which facility to make a priority, whether to renovate or build a new Civic Center, the current Police Station contract and disadvantage of its location, timing for putting bonds on the ballot, the look of the facilities, and the option of eventually transferring the Civic Center and Parks & Recreation programs to the SPRSA as they serve more of the community than simply the City residents.

Council Member Tierney left the meeting.

Discussion continued, moving on to the refinance of the Marudo property loan, the three-tenths tax for emergency services, and using solar or geothermal energy for the new facilities if applicable.

2. Public Works
 - a. Full-time City Planner
 - b. Additional Code Enforcement/Stormwater person
 - c. Downtown Beautification
 - i. Part-time Staff Person to maintain

Council discussed using a part-time planner for 2015, with a general agreement that the City's needs would be better served by hiring another full-time planner.

The need for an additional code enforcement/stormwater person was discussed, with City Administrator Wayman noting that this would put Officer Knox under Police Chief Hayes for animal control, court security, and parking tickets. Also mentioned was the need to make the building inspection process more efficient, to allow more time for code enforcement.

Discussion on beautification and the Sefah Downtown Association (SDA) touched on the role of the SDA, building facades, signage directing people into town, the trolley association, the disconnect of the City from the SDA and possible ramifications resulting from that, and who would absorb the expense for buying and maintaining potted plants around town.

Council Member Tierney rejoined the meeting.

Council took a fifteen minute break from 10:40 – 10:55am.

3. Fire Department
 - a. Part-time Administrative Employee

City Administrator Wayman explained Fire Chief Hanna's request for a part-time administrative employee, noting that it will be included in the 2016 budget proposal.

4. Special Zoning Districts

City Administrator Wayman said that he and Dick Graf have discussed special zoning districts and looking into redeveloping some of the more blighted properties in town, most of which are zoned R-2 but not mixed use. Discussion followed, with the general agreement that it's worth exploring. Item number nine was discussed immediately following, as it was felt to be a continuation of the same discussion.

9. *Attracting Commercial and Industrial Development*

Council Member Smeback gave a brief presentation on his ideas to help the downtown area and what could be done with the old dump on Speyers. Discussion followed on how to promote the City, rezoning three of the Marudo properties (Parcel Nos. 181436-12421, 12422, 21424) to industrial, the possibility of a Trader Joe's distribution center a few years back, actively marketing City-owned properties, and adding the rezone to the comp plan amendments to be presented to the Planning Commission.

5. Council Member Salary Increase

Dave if attract good people to apply and serve in community need to incentivize them a little bit for both Mayor and Council Members, gave a bit of history, compensation needs to be increased, canvas other communities and see what others are paid

Discussion. Maybe do incentives, pay by attended meeting, other obligations besides just attending the Council Meetings, do before election so can apply to newly elected people

Don – have City staff do survey

6. New City Employee Pay Ordinance

City Administrator Wayman talked about the former Administrator's idea to tie incentive pay increases, and the COLA, to performance reviews, and offered an example from his previous employment on the negative side of linking increases to reviews. Discussion followed on what could be offered to staff as incentives, such as offering special training to those who are higher rated, comp time, or other things that don't involve effecting the COLA or their salaries..

Council took a break for lunch from 12: 30 – 1:00pm.

Add-on Item: Human Resources Director Position

City Administrator Wayman addressed the need to have an HR Director, and his desire to promote Assistant to the City Administrator Potter to the position. Discussion included the position's responsibilities, the need to have someone keeping an eye on health care issues and the City's current medical insurance coverage, what projects Mr. Potter is currently involved in, dealing with progressive employee discipline issues, and having someone who is an expert and can educate the other department heads on personnel and policy matters.

7. Chapter 10.24 Rewrite

Discussion on why there are Planned Developments, and the pros and cons of the new Ordinance. Council agreed that they would like to have a Study Session with the entire Planning Commission prior to the item being on the Council Agenda.

8. Potential Changes to the Selah Municipal Code

A brief discussion on GMA terms versus City of Selah terms.

9. RELOCATED

10. Round Table Discussion with Department Heads

Police Chief Hayes gave a quick budget update, then explained their policy for recognizing and rewarding high performers, the process for lower-performing employees, the benefits of Lexipol, and how moving Officer Knox back to the Police Department will make things more effective.

Fire Chief Hanna gave a brief explanation of his 2016 budget and his work with Clerk/Treasurer Novobielski to straighten out some of the coding, purchasing two more combo brush trucks in 2016 and a new engine in 2017, the SCBA apparatus grant and match funds, and his need for a part-time administrative person.

Public Works Director Henne Talked about replacing the waterlines along the Valleyview Avenue/ Third Street/ Southern Avenue loop, making an application to the Department of Energy for Taylor Ditch improvements they've been working on, the benefit of having a new stormwater/code enforcement person, stormwater requirements, the potential expense involved in hiring a part-time person to maintain flowers and such for beautification, and having a full-time planner versus a part-time one.

Recreation Manager Brown briefly touched on his budget, the status of the Volunteer Park project, his new Recreation Coordinator's desire to run a ball tournament, an update on the Woods Field light repair, the pool bond, and janitorial needs for the Civic Center.

Clerk/Treasurer Novobielski discussed his part-time worker's hours and the projects she's worked on, the utility billing software upgrade, the current status of utility tax revenues, the need to purchase a vehicle for the City Administrator, and gave a brief update regarding the Marudo loans.

11. Adjournment

The meeting adjourned at 4:00pm.