

Study Session  
Selah City Council  
March 27, 2012  
6:00pm

The Mayor welcomed Public Works Director Henne and Ted Pooler, Huibregtse, Louman Associates, Inc., and invited them to speak.

Public Works Director Henne stated that the feedback he received from the State Revolving Fund indicated that pipeline projects are a low priority item for funding, but that the Public Works Trust Fund has \$400 million that can be applied for. He noted that the maximum that can be requested is \$15 million and that we have the option of applying for a twenty-five year loan at 1.5% or a thirty year loan at 2%. He discussed the repair and replacement needs of the City, which included items such as fixing the leaking reservoir and changing out the water meters to one of two automatic meter reading systems.

Mr. Pooler presented a comparison of the funding options, referring to information distributed to the Council Members during the Study Session.

Mayor Gawlik thanked Public Works Director Henne and Mr. Pooler for their presentation.

**The Study Session concluded at 6:29pm.**

City of Selah  
Council Minutes  
March 27, 2012

Regular Meeting  
Selah Council Chambers  
115 West Naches Avenue  
Selah, WA 98942

A. Call to Order Mayor Gawlik called the meeting to order at 6:30pm.

B. Roll Call

Members Present: Keith Larson; John Tierney; Paul Overby; Kevin Jorgensen; Dave Smeback; Allen Schmid

Members Excused: Brooke Finch

Staff Present: Dale Novobielski, Clerk/Treasurer; Jerry Davis, Fire Chief; Rick Hayes, Acting Police Chief; Joe Henne, Public Works Director; Dennis Davison, Community Planner; Jeff Hagler, Parks, Recreation & Tourism Director; Monica Lake, Executive Assistant

C. Pledge of Allegiance

Councilman Jorgensen led the Pledge of Allegiance. Pastor Van Beek led the opening prayer.

D. Agenda Changes

1. N – 3 Ordinance Amending the 2012 Budget for the Purchase of a Used Police Vehicle

E. Public Appearances **None**

F. Getting To Know Our Businesses **None**

G. Communications

1. Oral

Mayor Gawlik opened the Public Meeting. Seeing no one rise to speak, Mayor Gawlik closed the Public Meeting.

2. Written

a. City of Yakima, Transit Division, Ridership Survey for the week of February 7, 2012

- b. City of Yakima, Transit Division, Service Expansion Status for the months of January and February 2012
- c. Invitation to Yakima Community Forum with Lily Yeh

H. Proclamations/Announcements **None**

I. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (\*) were considered as part of the Consent Agenda.

- \* 1. Approval of Minutes: Council Meeting & Study Session March 13, 2012
- \* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 73082 – 73171 for a total of \$137,239.47  
Claim Checks Nos. 59800 – 59881 for a total of \$188,733.93

**Councilman Tierney moved, and Councilman Larson seconded, to approve the Consent Agenda as read. By voice vote, approval of the Consent Agenda was unanimous.**

J. Public Hearings **None**

K. New Business

- 1. Selah Parks & Recreation Service Area Board Appointment for Position #3

Parks, Recreation & Tourism Director Hagler addressed K-1. He informed the Council that Todd Monson resigned from the Board and that this is a Council-appointed position. He went on to say that he discussed this with Mayor Gawlik and that the Mayor recommended appointing Jane Williams to the position.

**Council Member Jorgensen moved, and Council Member Overby seconded, to approve the Appointment of Jane Williams to the vacant Selah Parks & Recreation Service Area Board Position #3. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

- 2. Sunset Villas Planned Development & Preliminary Plat

Community Planner Davison addressed K-2. He briefly reviewed the Hearing Examiner's recommendation on the Planned Development and Plat, noting the various reservations stated in the recommendation and the reasons for these reservations. He noted that the Hearing Examiner held a public hearing, with those present presenting testimony both for and against the proposed development. He summarized the staff report, which contains information on subject property, such as zoning of the lots around the property, the location of water and sewer hookups, the location of fire hydrants, and the

local access street for the development. He reviewed the maps and proposed restrictions in the packet, and recommended approval of the Hearing Examiner's recommendation with reservations.

Herb Schmidt, 107 Highland Court, approached the podium and addressed the Council. He expressed concern regarding the green space for this and past developments, saying that he feels the Council has allowed this to slip on other projects. He opined that the City needs green space for the families and community, and noted that it keeps the buildings from being jammed together.

Mayor Gawlik asked Community Planner Davison to respond.

Community Planner Davison confirmed that Mr. Schmidt feels that there is not adequate green space provided for the planned development

Councilman Jorgensen remarked that there is an open green space indicated on the map.

Community Planner Davison identified the green space on the map as lot 4, which is labeled as a common area. He noted that the City's parks and school grounds are also available for use.

Councilman Tierney inquired why the common area was designated in lot 4 rather than lot 5, which would be a larger green space.

Carl Torkelson responded that lot 5 has an existing house, and that it would have been difficult to make a common area there and provide some privacy to the homeowner.

**Councilman Jorgensen moved, and Councilman Smeback seconded, to accept the Hearing Examiner's Recommendation with Reservations.**

Councilman Schmid opined that the Council action on this matter will take place later on the agenda.

Councilman Tierney remarked that this is a Public Hearing.

Mayor Gawlik replied in the negative, and that the Public Hearing was held by the Hearing Examiner.

Councilman Jorgensen said that there will be a Resolution adopting the Hearing Examiner's Conditions, Findings and Recommendation for the Preliminary Plat of Sunset Villas.

Councilman Schmid remarked that the Council is currently discussing item K-2 of the agenda, and that the Resolution is listed as item M-3.

**Councilman Jorgensen withdrew his motion.**

Dave Hoffert, 606 Southern Avenue, approached the podium and addressed the Council. He observed that the Council approved the Fifth Avenue development with green space but that there is no green space there at this time. He suggested that the Council back up what they approve.

Mr. Torkelson said that the project was finished, but not approved, until late in fall. He went on to say that what is there are the forms waiting to be poured and noted that one cannot plant greenery until the spring. He stated that the green space will be done in the spring and that he was compassionate towards the concerns expressed.

3. Outside Utility Agreement – Larry Briggs

Community Planner Davison addressed K-3. He said that the subject property is immediately North of the City limits, and that Mr. Briggs has an existing Outside Utility Agreement for sewer dated 1993. He went on to say that Mr. Briggs would like to expand the Outside Utility Agreement to include water at the same location. He reviewed the suggested conditions, such as a ten foot wide utility easement given to the City and Mr. Briggs paying for an extension to the current waterline from Jamie Drive to his property line. He commented that this is still going through the hearing process, but feels that it is better to expand the currently existing Outside Utility Agreement rather than creating a new one for water. He requested a consensus of the Council to determine how best to proceed.

**Mayor Gawlik polled the Council for a consensus to approve expansion of the existing Outside Utility Agreement between Larry Briggs and the City of Selah. Consensus was unanimous to approve.**

L. Old Business None

M. Resolutions

1. Resolution Authorizing the Mayor to Sign an Addendum No. 2 to the Professional Engineering Services Contract for the Public Works Maintenance facility with Huibregtse, Louman Associates, Inc.

Public Works Director Henne addressed M-1. He said that Huibregtse, Louman Associates, Inc. was the main consultant on the Public Works Maintenance Facility project, although they sub-contracted with an architect for certain items. He commented that the sub-contractor failed to perform the close out documents with L & I and do the certified paperwork, and went on to say that Huibregtse, Louman Associates, Inc. is now performing these tasks, which were not in the original proposal. He stated that they are requesting compensation for the additional work.

Councilman Schmid inquired if they were aware that this was a requirement when they submitted the original bid.

Public Works Director Henne replied that they were relying on the architect to do these tasks, and that in the past Huibregtse, Louman Associates, Inc. has gone over hours on a project and not charged the City for the extra time.

**Council Member Schmid moved, and Council Member Tierney seconded, to approve the Resolution Authorizing the Mayor to Sign an Addendum No. 2 to the Professional Engineering Services Contract for the Public Works Maintenance facility with Huibregtse, Louman Associates, Inc. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

2. Resolution Approving the Huibregtse, Louman & Associates Consultant Task Order No. 2012-2 for Design Services for the Replacement of the concrete apron at the Selah Fire Station and the concrete curb and sidewalk on West Fremont Avenue

Public Works Director Henne addressed M-2. He stated that they submitted an application awhile back and were successful in garnering funds for East Goodlander Road from North First Street to Wenas Avenue from transportation funds. He said that to receive the grant funding he needs to do some paperwork and update both Federal and State documents to reflect the Federal funding. He noted that two applications were submitted, one for 7% additional funding above the minimum required match and one without the 7% added, and that the one without additional funds scored high enough to be approved. He commented that this saved the City approximately \$8,000. He commented that he met with the Department of Transportation and they agreed to provide \$10,000 in funds towards the project.

**Council Member Jorgensen moved, and Council Member Overby seconded, to approve the Resolution Approving the Huibregtse, Louman & Associates Consultant Task Order No. 2012-2 for Design Services for the Replacement of the concrete apron at the Selah Fire Station and the concrete curb and sidewalk on West Fremont Avenue. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

3. Resolution adopting the Hearing Examiner's Conditions, Findings and Recommendation for the Preliminary Plat of Sunset Villas (912.62.12-01)

Community Planner Davison addressed M-3. He said that this is the Resolution for the Plat previously discussed under New Business.

**Council Member Jorgensen moved, and Council Member Larson seconded, to approve the Resolution adopting the Hearing Examiner's Conditions, Findings and Recommendation for the Preliminary Plat of Sunset Villas (912.62.12-01). Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

#### N. Ordinances

1. Ordinance Amending the 2012 Budget for Completion of the Public Works Facility Shop Construction

Clerk/Treasurer Novobielski addressed N-1. He said that the new Public Works shop was budgeted for completion in 2011, but as not all of the payments were actually made in 2011 we need to do an amendment to the 2012 Budget to provide for completion of the City Shop. He went on to say that the numbers are in accordance with the final contributions proposed in May of 2011 by Huibregtse, Louman Associates, Inc. and former City Supervisor Sweet. He noted that the funds will be coming out of Public Works Reserve Funds and that the General Fund will repay these monies to the Reserve Funds. He remarked that the funds generated from the land sales of the Marudo property were supposed to be used for the shop construction, but those funds had to be spent for capitol expenditures within twenty-four months of the sales. He commented that the location for the new facility changed several times before it went out to bid, which pushed it past the twenty-four month time limit, so the decision was made to use approximately \$1 million of the land sale monies to pay off some Interfund loans for improvements to Carlon Park, and thereby satisfy the usage requirements for the monies. He said that Former City Supervisor Sweet felt that this would be a late return of funds to the Public Works Department and that there is approximately twelve to fourteen years remaining on the bonds issued to finance that project. He

went on to say that the City will need to come up with a revenue stream to meet those requirements. He proposed that the Finance Committee meet to review and formulate a plan to satisfy the debt service flow stream. He stated that this is a request to approve a Budget adjustment to allow for the funding and amendment of the Budget to satisfy expenditures for the Public Works Maintenance Facility, and that the Council will hear the results of the Finance Committee's evaluation to satisfy the bond debt service requirements and repayment.

Councilman Tierney wondered whether the Finance Committee should meet prior to the Council taking action on this item.

Clerk/Treasurer Novobielski replied that this item needs to be dealt with to cover monies owing on the Public Works Maintenance Facility.

**Council Member Overby moved, and Council Member Jorgensen seconded, to approve the Ordinance Amending the 2012 Budget for Completion of the Public Works Facility Shop Construction. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

2. Ordinance Amending Ordinance No. 1634 § 15 Zoning Map Amendment No. 2012-01 (Sunset Villas Planned Development) (Torkelson Development)

Community Planner Davison addressed N-2. He said that this is the Ordinance approving the Zoning Map amendment change to Planned Development.

**Council Member Jorgensen moved, and Council Member Schmid seconded, to approve the Ordinance Amending Ordinance No. 1634 § 15 Zoning Map Amendment No. 2012-01 (Sunset Villas Planned Development)(Torkelson Development). Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

3. Ordinance Amending the 2012 Budget for the Purchase of a Used Police Vehicle

Clerk/Treasurer Novobielski addressed N-3. He remarked that he was advised at last week's staff meeting that the Police Department had a vehicle shortage and also needed to replace at least one vehicle. He went on to say that Acting Police Chief Hayes learned that Toppenish is thinning out their fleet, so an offer of \$7,300 was made on a fully equipped black and white. He stated that he went online and provided Acting Police Chief Hayes with the NADA evaluation for the make & model, which is approximately \$8,000.

Councilman Jorgensen asked if the price includes the expense of the additional electronics already installed in the vehicle.

Acting Police Chief Hayes replied in the negative.

Clerk/Treasurer Novobielski commented that there is a lot of accessory hardware on these vehicles.

Acting Police Chief Hayes stated that the vehicle also comes equipped with approximately \$6,000 worth of equipment.

Clerk/Treasurer Novobielski said that he provided the Mayor with the request a week ago, but neglected to provide it to Executive Assistant Lake, which is why it is a walk-on item today.

Mayor Gawlik said that the vehicle only has 65,000 miles on it, and when he went with Acting Police Chief Hayes to view the vehicle he was pleasantly surprised to see that it had his old badge number of 31, from when he worked for the Toppenish Police Department.

Councilman Tierney asked if the car was that old.

Acting Police Chief Hayes remarked that it is a car, not a covered wagon.

**Council Member Jorgensen moved, and Council Member Tierney seconded, to approve the Ordinance Amending the 2012 Budget for the Purchase of a Used Police Vehicle. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

Councilman Tierney questioned whether the Council should take action on item K-2.

Councilman Jorgensen remarked that it was closed for commentary.

Mayor Gawlik said that he felt the motion was appropriate.

Community Planner Davison stated that the Council should approve and adopt the Hearing Examiner's recommendation.

**Councilman Tierney moved, and Councilman Jorgensen seconded, to accept the Hearing Examiner's Recommendation with Reservations. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Jorgensen – yes; Council Member Smeback – yes; Council Member Schmid – yes. By voice vote, approval was unanimous.**

O. Communications

1. Oral

Mayor Gawlik opened the meeting.

Katie Fontaine approached the podium and addressed the Council. She expressed her gratitude that the Council will meet in the evening once a month, saying that she felt this was an opportunity for those who work during the day to speak their minds and voice their opinions.

Seeing no one else rise to speak, the Mayor closed the meeting.

P. Reports/Announcements

1. Mayor

Mayor Gawlik said that he will be bringing his selection recommendation for Police Chief to the next Council meeting, noting that he has disseminated a memo to the Council Members regarding that.

Councilman Schmid remarked that he will be out of the country during the month of April and unavailable to attend either Council Meeting that month.

2. Council Members

Councilman Tierney had no report.

Councilman Larson thanked Acting Police Chief Hayes for his report, saying that it was brief but full of information.

Councilman Jorgensen said that he attended a teleconference meeting with the producers of Today in America TV and encouraged people to look it up online. He remarked that it is a thirty minute show, hosted by Terry Bradshaw, and that they are proposing to do a five minute segment on the City of Selah. He went on to say that the City would own the content and have final edit approval. He noted that the show is education-based and that a fee of approximately \$24,800 would be required from the City, although the actual production costs are closer to \$100,000. He stated that the Lodging Tax Advisory Committee discussed this at their meeting yesterday and felt that there may be some value in pursuing this if funding can be found. He wondered if a split between Tourism and Economic Development might be the answer. E noted that they have another teleconference scheduled for tomorrow. He said that there is a 75-90 day schedule time once we give the go ahead, and that their script writers will be scripting the perfect five minute segment for Selah. He requested that anyone with suggestions or ideas contact either a Council Member or City staff. He commented that Parks, Recreation and Tourism Director Hagler will check with other cities who have participated in this to get some feedback. He said that the Lodging Tax Advisory Committee has looked into having a professionally produced slide show or video made to play at various conventions as well as the Visitors Center, and that one could be done for less money but wouldn't have a celebrity to narrate.

Councilman Schmid added that they are interested in Selah for a five minute segment in a series they are doing on cities to work, live and play in, and that the segment will air nationally on CNN and regionally on select networks and cable operators.

Councilman Tierney asked if they maintain ownership of the footage.

Councilman Jorgensen replied in the negative.

Councilman Schmid said that the City will receive a copy of it to use however they would like.

Councilman Jorgensen remarked that this is just some additional information to kick around and that more information will be available at the next meeting.

Councilman Tierney urged the Council Members to go online and have a look at the Port Orchard presentation.

Councilman Schmid suggested that people take a look at their website, [www.todayinamerica.com](http://www.todayinamerica.com), as they have several examples of features done in the past.

Mayor Gawlik commented that the producers said that Selah was one of three cities on this area that they were looking at and they were impressed with the accessibility and central location to sports, recreation and shopping venues.

Bruce Williams approached the podium and addressed the Council. He said that several years ago he worked with the World's Fair Board in Spokane they had KREM TV come and ask to broadcast the preparations for the World's Fair. He remarked that they did a wonderful job but were 100% negative in their coverage.

Councilman Schmid stated that the City has the final say.

Councilman Smeback had no report.

Councilman Overby had no report, but made an observation regarding the traffic issues on North Tenth Street, which are compounded by on-street parking. He requested that Public Works, the Police Department, and Code Enforcement to look at area.

Acting Police Chief Hayes replied that they will look into the matter.

Councilman Schmid had no report.

3. Boards

4. Departmental

Parks, Recreation & Tourism Director Hagler thanked the Council for approving the Selah Parks & Recreation Service Area Board appointment, noting that the board met last night and are working on the pool project. He noted that they have an elections committee set up and that they will meet tomorrow night to talk about the August 7<sup>th</sup> election for the M&O levy. He pointed out the Civic Center report in the packet and remarked that it is an amazing resource it is for the community.

Fire Chief Davis had no report.

Community Planner Davison had no report.

Clerk/Treasurer Novobielski gave a quick update on the continuing efforts to go paperless and his research on various tablets. He said that a Toshiba tablet has been ordered as a test machine, that it has an Android operating system, and that Councilman Schmid has volunteered to give an evaluation on the unit.

Public Works Director Henne said that he is working on the design of the Railroad Avenue extension and has been talking with property management on apartments on Wenas Avenue and Bartlett Avenue, although it is moving slowly as these are HUD properties.

Mayor Gawlik asked if they were any closer to finding the leak in the reservoir.

Public Works Director Henne replied in the affirmative, saying that they installed a plug line in the supply line and filled the reservoir up to five feet. He said that they observed minimal water going past the plug, but the reservoir still lost four-tenths of a foot overnight out of a drain line. He went on to say that tomorrow they will drain and energize the fill line, then pressurize it to see if it is leaking. He remarked that he is fairly confident the reservoir itself is leaking, but is not certain if the recaulk of the joints is the suspect or if it is something else in the North Reservoir. He noted that they haven't started on the South Reservoir yet.

Acting Police Chief Hayes said that they are filling another empty spot in the Police Department by hiring Mathew Lennon, who will start on April 16<sup>th</sup>. He commented that Mr. Lennon will be introduced to the Council at the second Council Meeting in April.

Councilman Tierney asked if he is new or a transfer in.

Acting Police Chief Hayes said that he currently works at the Bainbridge Police Department but is relocating because of family. He noted that Mr. Lennon is also a firearms instructor.

Q. Executive Session **None**

R. Adjournment

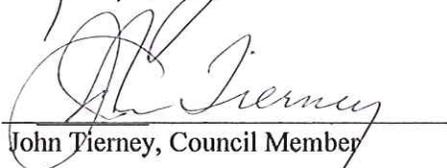
**Council Member Larson moved, and Council Member Overby seconded, that the meeting be adjourned. Motion passed with 6 aye votes and one no vote.**

The meeting adjourned at 7:34pm.

  
John Gawlik, Mayor

  
Keith Larson, Council Member

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Paul Overby, Council Member

  
John Tierney, Council Member

  
Kevin Jorgenson, Council Member

  
Dave Smeback, Council Member

\_\_\_\_\_  
Allen Schmid, Council Member

\_\_\_\_\_  
EXCUSED  
Brooke Finch, Council Member

ATTEST:

  
Dale E. Novobielski, Clerk/Treasurer