

## Selah City Council Retreat

Wednesday, June 12, 2013

9:00am — 2:15pm

Selah Civic Center

### A. Call to Order & Roll

Members Present: Mayor Gawlik; Keith Larson; John Tierney; Paul Overby; Dave Smeback; Allen Schmid; Brooke Finch; Carl Torkelson

Members Excused:

Staff Present: David Kelly, City Administrator; Bob Noe, City Attorney; Dale Novobielski, Clerk/Treasurer; Jerry Davis, Fire Chief; Rick Hayes, Police Chief; Eric Steen, Sergeant; Jeff Hagler, Parks, Recreation & Tourism Director; Joe Henne, Public Works Director; Ty Jones, Public Works Utility Foreman; Todd LaRoche, Wastewater Treatment Plant Lead Operator; Dennis Davison, Community Planner; Roy Brons, Building Inspector/Code Enforcement Officer; Monica Lake, Executive Assistant

Guests: Randy Beehler, Community Relations Manager for City of Yakima; Elizabeth Gonzalez, Intern

### B. Pledge & Prayer

Mayor Gawlik led the Pledge of Allegiance. Pastor Rex Van Beek led the opening prayer.

### C. Introduction of Facilitator Randy Beehler

Mayor Gawlik welcomed Mr. Beehler and thanked him for providing his services for the meeting.

Mr. Beehler thanked the Council for inviting him. He said that this is the fourth or fifth Retreat he has facilitated for Selah and that is it nice to have opportunity to help out a little bit.

### D. Protocol and Rules of Engagement for City Council Meetings

Council discussed the current procedures and protocol during Council Meetings, including items such as times when decorum has deteriorated with interruptions when a Council Member or the Mayor is speaking, that the meetings aren't necessarily run according to Robert's Rules of Order, Council Members or others in attendance correcting the Mayor during a meeting and how one might handle reminders during a meeting, appreciation for the Mayor asking each Council member to weigh in on an issue prior to a vote, the need to be consistent with allowing each member to speak, common misunderstandings regarding Robert's Rules of Order and how to apply them to a smaller group setting, employing common courtesy during meetings, that it is up to the chair to manage the meeting, basics to help structure procedure and consistency, establishing rules of procedure that borrow from Robert's and are crafted to fit the legislative body itself that can be handed to new Council Members, an example of the City of Yakima Council Procedure, the difference between the 3 most common motions made during a Council meeting: a motion to take action, a motion to amend, and a previous question motion, when a call for question can be made, and the difference between debate and discussion on a particular item. Suggestion made to have

City Administrator Kelly and City Attorney Noe draft some potential structure regarding debate and audience participation.

**BREAK 10:25 – 10:37am**

E. Round Table Discussion with Department Heads

Fire Chief Davis gave a brief report on his department, noting that they need to start putting money aside for repair and replacement of the aging fleet, which will cause a shortfall between revenue and what needs to be done. Council discussed the pros and cons of staying a joint department versus turning it over to the Fire District and the need for additional funds for equipment replacement and maintenance.

Public Works Director Henne reviewed his list of projects, noting that streets & parks are competing for funds with other City departments.

Building Inspector and Code Enforcement Officer Brons talked briefly about code enforcement issues and project visitations to the Selah School District sites.

Utility Foreman Jones talked about his crew, saying that he would like to see two more permanent staff added to allow them to annually run every sewer in town.

Wastewater Treatment Plant (WWTP) Lead Operator LaRoche talked about the challenges facing his crew, as they are getting stretched thin between more testing requirements, breakdowns & repairs, the current project with Cascade Energy regarding energy usage and suggestions for equipment. He noted that they will need to acquire new aerators in the near future.

Council discussed the WWTP audit program, and that it would be helpful for Council to understand the State & Federal mandates and how other cities are dealing with them.

Police Chief Hayes Rick discussed his long-term projects, which include the reserve program, community-oriented programs such as National Night Out & the Citizens' Academy, creation of a program geared towards teens, a training program for all officers, cross-training up and down, mid-management training for the sergeants, fleet replacement of expeditions with interceptors, and the desire to promote a sergeant to lieutenant within the next year.

Community Planner Davison talked about his projects, such as finalizing the Goodlander annexation, adopting a critical area Ordinance, adoption and/or amendment of Title 20, and his goals for next year such as amending the adult entertainment Ordinance, implementation of a medical cannabis Ordinance, and two additional annexations. Discussion on long-range plans regarding and scanning in records, old maps, and charts followed.

Parks, Recreation, & Tourism Director Hagler gave a brief rundown of the accomplishments in 2012 and the projects and goals for 2013.

Clerk/Treasurer Novobielski talked about the financial software conversion his department will undergo this year. A brief discussion followed.

**BREAK 12:07 – 12:28pm**

G. Property

1. City Hall
2. Police Station
3. Civic Center & vicinity

Council discussed whether to remodel the existing structure or build a new City Hall, available options regarding the police station, Civic Center issues such as minimal parking, the possibility of acquiring property suitable for new City Hall/PD from the Selah School District, creating a 10 year plan for all departments & the City in general, presenting a bond to build the structure, and options regarding the rental property on the same block as the Civic Center.

#### H. Budget Concerns

1. Fire Department
2. Staffing levels and projects that we would like to see or need to have done

Council discussed the disparity between revenues and expenditures for the Fire Department and options that could be taken to remedy the situation, as well as the annexation process and Police Department staffing needs.

#### I. Adjournment

The meeting adjourned at 2:15pm.