

Study Session Minutes  
Selah City Council  
February 10, 2015  
3:00pm – Yakima Valley Libraries  
3:30pm – Selah School District

Mayor Gawlik opened the Study Session. He welcomed Kim Hixson, the director of the Yakima Valley Libraries (YVL), and invited her to speak.

Ms. Hixson stated that she was here on behalf of her board of trustees to discuss the next steps regarding the rental contract for the Selah Library, which is up in May of 2015. She said that the board is interested in a joint purchase of the property between the City and YVL, per the option to purchase stated in the contract.

Mayor Gawlik gave a quick recap regarding the agreement, noting that there is approximately \$30,000 in equity for the purchase, and that the matter was not budgeted for in the 2015 budget. He noted that Council would need to review the matter and decide whether to go forward with a joint purchase or look into an extension of the lease agreement.

Discussion followed on the matter, including the library's circulation size, the impact of digital growth, the need for a maintenance agreement if they decide to purchase the property, what other communities the same size have opted to do, computer accessibility, the size of the building, and whether the trustees would be amenable to buying out the City's interest in a year.

Ms. Hixson agreed to discuss the matter further with the board of trustees, adding that she would follow-up with a letter to Council.

Mayor Gawlik thanked her for her time. He welcomed Shane Backlund, Superintendent for the Selah School District (SSD), and invited him to speak.

Mr. Backlund gave an update on the SSD building projects and invited Council to attend an open house for the new middle school in two weeks' time. He then introduced Suzie Bennett, a leadership teacher at Selah Middle School and asked her to speak.

Ms. Bennett talked about her role as a leadership teacher and their efforts to unite everyone from kindergarten through twelfth grade as Selah Vikings. She commented that the students are looking at the Viking way, and how they can use that to become not only high-achieving students but also be the best version of themselves. She invited the Council Members to take part in a discussion, asking them to pair off for a few moments to discuss ideas for collaboration with the SSD.

Discussion followed on items such as the colors of the City flag being the blue and gold of the Vikings behind the City's apple logo, the SRO's patrol car striped in SSD colors and displaying a Viking in the rear window, the desire to include 'Home of the Vikings' on an entry sign for the community, and the development of a new community pool.

The Study Session ended at 3:55pm.

City of Selah  
Council Minutes  
February 10, 2015

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

A. Call to Order Mayor Gawlik called the meeting to order at 4:00pm.

B. Roll Call

Members Present: John Tierney; Dave Smeback; Allen Schmid; Brooke Finch; Roy Sample;  
Jane Williams

Members Excused: Paul Overby

Staff Present: Joe Henne, Interim City Administrator; Gary Hanna, Fire Chief; Rick  
Hayes, Police Chief; Dale Novobielski, Clerk/Treasurer; Charlie Brown,  
Recreation Manager; Andrew Potter, Assistant to the City Administrator;  
Monica Lake, Executive Assistant

C. Pledge of Allegiance

Council Member Smeback led the Pledge of Allegiance.

D. Agenda Changes

Removed from Agenda:

E - 2 Police Awards – Officer of the Year; Reserve Officer of the Year; and Medals of Valor

E. Public Appearances/Introductions/ Presentations

1. Scott Miller, Director, Yakima County Office of Emergency Management

Scott Miller, Director for the Yakima County Office of Emergency Management, approached the podium and addressed the Council. He said that he took over on January 20<sup>th</sup>, and that, prior to accepting the position in Yakima, he'd been doing the same task in Okanagan County for eleven years. He commented that he is currently on the meet and greet tour, and that Council should expect to see him on a semi-regular basis. He talked about what Selah receives for their participation, such as making sure they are compliant with State regulations, and a new online emergency notification system that they've received a start-up grant for and hope to have online within three to six months.

2. ~~Police Awards—Officer of the Year; Reserve Officer of the Year; and Medals of Valor~~

**REMOVED**

3. John Cooper, Yakima Valley Tourism – Annual Presentation

**NO SHOW**

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

G. Communications

1. Oral

Mayor Gawlik opened the meeting.

Evelyn Paquin approached the podium and addressed the Council. She said that she's made several phone calls about the light by the Civic Center, as something is wrong with it.

Interim City Administrator Henne responded that the actuators are broken, so they went to a time base. He added that it will be fixed in the spring, when asphalt is available again.

Ms. Paquin thanked the Fire Department for their assistance at the last meeting, saying that she is proud of all of them.

Council Member Williams remarked that the crosswalk situation is important, and thanked Ms. Paquin for bringing it to their attention.

Interim City Administrator Henne noted that he is looking for prices to change the crosswalk signal from a hand to a timer type.

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

2. Written

- a. Recycling Data Report for the 4th Quarter of 2014
- b. January 2015 Monthly Report for Building Permits, Animal Control and Code Enforcement

Council Member Tierney asked if it would be possible to have the dates of activity for animal control and code enforcement added to the report.

Interim City Administrator Henne responded in the affirmative.

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: January 27, 2015 Study Session and Council Meeting

\* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 78293 – 78318 for a total of \$209,116.43

Claim Checks Nos. 65241 – 65316 for a total of \$142,130.95

**Council Member Tierney moved, and Council Member Smeback 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 **None**

L. Old Business **None**

M. Resolutions

1. Resolution Authorizing the Mayor to Sign an Agreement with the Selah Downtown Association Concerning Financial Support

Clerk/Treasurer Novobielski addressed M – 1. He said that this agreement puts in writing the understanding between the Selah Downtown Association (SDA) and the City regarding the financial support that the City has been providing them, and will likely continue to provide. He noted that the State Auditor has shown some interest in the fifteen thousand dollar payments the City has given them, and that he believes this agreement will satisfy some of their questions.

Council Member Tierney remarked that he found nothing that gives the City the authority to come in and examine their books at any time. He suggested adding a provision showing that the Clerk/Treasurer, the Mayor or the City Administrator could look at their books whenever they desire to do so.

Clerk/Treasurer Novobielski responded that, in talking with Tammy Allen, he feels that she wouldn't hesitate to let him look at the books.

Mayor Gawlik requested that the time frame for the financial report submittal be moved to January.

Clerk/Treasurer Novobielski responded that he sees no problem with a reporting date of Jan 15<sup>th</sup>.

Council Member Schmid expressed some concern with changing the date, as the October date is prior to the new budget season, and any major budget changes that could be included, whereas if they move the date to January it will be out of cycle.

Clerk/Treasurer Novobielski didn't foresee them requesting additional funds with their ability to have local businesses contribute with their tax credits. He noted that the other option would be to delay until after October to provide that years' funding to the SDA.

Council Member Tierney commented that this is another reason to have periodic access to their books.

Council Member Smeback observed that their income is derived from two categories, one from the City and one from local businesses, and wondered if what they had spent to date was City funds or revenues generated from the tax credit.

Interim City Administrator Henne responded that it was City funds.

Mayor Gawlik commented that their only funds at present are those provided by the City.

Interim City Administrator Henne stated that they have some tax money that starts next year.

Council Member Schmid felt that they should come before Council for approval prior to spending any City funds. He read an excerpt from the agreement that stated they would obtain Council approval for any expenditures involving City funds.

Council Member Tierney reiterated that they need to have access to their books to ensure they comply with that portion of the contract.

Council Member Schmid added that the SDA board has missed that they have to get approval to spend the City's money.

Clerk/Treasurer Novobielski replied that the contract was drafted by City Attorney Noe, who didn't realize that provision has not been followed.

Council Member Sample said that he attended the SDA meeting yesterday, and that he feels the Council doesn't need to approve small expenditures. He suggested placing a limit on the amount that Council would have to approve.

Mayor Gawlik reiterated that the only money the SDA has at present was given to them by the City.

Clerk/Treasurer Novobielski commented that they have also done some fundraising selling t-shirts.

Council Member Smeback wondered what the State auditor will ask for regarding accountability.

Clerk/Treasurer Novobielski responded that they might ask for quarterly financials.

Council Member Schmid liked the idea of a quarterly report that could be placed in the council packet.

Council Member Tierney stated that he simply wants to know where the money is going.

Interim City Administrator Henne asked Council if they wanted to set a threshold.

Council Member Tierney felt that some kind of threshold would be better than none at all.

Council Member Finch recommended setting it at one thousand dollars, so as not to nickel and dime them to death. She expressed her concern that there is no recourse for the Council if they disagree with how the money is spent and felt that Council needed to discuss the matter further.

Interim City Administrator Henne suggested that City Attorney Noe draft a new agreement that addressed their concerns, which would be brought back at a later date.

**Council Member Finch moved, and Council Member Tierney seconded, to postpone the matter until the March 10, 2015 Council Meeting. Roll was called: Council Member Tierney – yes; Council Member Smeback – yes; Council Member Schmid – no; Council Member Finch – yes; Council Member Sample – no; Council Member Williams – yes. Motion passed with four yes votes and two no votes.**

N. Ordinances None

O. Communications

1. Oral

Mayor Gawlik opened the meeting. Seeing no one rise to speak, he closed the meeting.

P. Reports/Announcements

1. Mayor

Mayor Gawlik said that the interviews for the City Administrator position will start tomorrow, and referred Council to a memo from him that was included with the schedule they received. He stated that there will be a Study Session prior to the next Council Meeting for presentations and discussion of a Welcome to Selah sign, and requested that any individuals who wished to make a presentation contact Executive Assistant Lake prior to that day. He noted that there will be no questions during the ten minute presentations, and that he will give the bulk of the time to Council for discussion and questions.

2. Council Members

Council Member Finch had no report.

Council Member Sample remarked that he had attended both a Selah Chamber of Commerce meeting and an SDA meeting as the Council representative. He said that the SDA is looking into doing a brochure that can be handed out in the community to get a larger participation in the group, and also

explain the Main Street program and how businesses can donate a portion of their B&O tax and receive a credit on it for the next year.

Council Member Tierney had no report.

Council Member Smeback had no report.

Council Member Williams said that the Yakima Valley Conference of Governments met at the Civic Center last month, and that they had a great local caterer for the meal. She added that Shawn Conrad will be hosting the Funders Forum on Friday, March 13<sup>th</sup>, and suggested that anyone interested attend the event.

Council Member Schmid had no report.

### 3. Departmental

Clerk/Treasurer Novobielski said that he met with the Finance Committee, Mayor Gawlik, and Interim City Administrator Henne last Friday to review the 2014 financials. He noted that the bond portion of the utility tax generated one hundred eighty-one thousand dollars more than the actual debt service on the bonds, which allowed for an additional eighty thousand to be applied to the principal and the remainder going to replace some of the expended funds previously used for debt payments.

Mayor Gawlik remarked that the refinancing of the debt has led to this savings.

Council Member Williams observed that the twenty-seven thousand saved by refinancing wasn't included in the 2014 financials.

Clerk/Treasurer Novobielski responded that it is for a future period.

Council Member Williams asked if the one hundred and one thousand dollars went into a reserve account.

Clerk/Treasurer Novobielski replied in the affirmative, noting that three different funds were expended for debt service, and that this money will go to those funds to replace the one point two million spent on repayment for those bonds. He added that ninety-seven thousand dollars was replaced in those funds the previous year.

Mayor Gawlik stated that one of promises made by the Council was to replenish those dedicated funds that had been drawn down.

Council Member Williams asked for confirmation that eighty thousand dollars was going towards early payoff of the bonds.

Clerk/Treasurer Novobielski responded in the affirmative.

Recreation Manager Brown said that he completed interviews for the Administrative and Marketing Specialist position last week, made a job offer to the selected applicant, and that he is waiting for her to call him back with an answer. He stated that they are working on making the July 3rd event bigger this year, and that last year's entertainer Cody Beebe thinks he can get national talent for the same price as last year's entertainment fee. He remarked that they are working with the SDA on arts and crafts for the Easter Egg hunt event, and that there will be a public meeting at the Civic Center on February 17<sup>th</sup> to discuss the details of Volunteer Park and inform citizens how they can get involved in the project.

Council Member Smeback asked about the sale of the gift bricks.

Recreation Manager Brown responded that he will provide that information at the next Council Meeting.

Assistant to the City Administrator Potter reiterated that there will be a public meeting at the Civic Center next Tuesday at 6pm, adding that he and Recreation Manager Brown have been splitting the responsibility on the project; he's networked with local churches on the matter. He noted that he and Interim City Administrator Henne will be meeting with Senator Honeyford in Olympia next week to discuss the possibility of receiving money from the capital budget for the Civic Center project.

Mayor Gawlik remarked that Representative Taylor has also indicated that he would be more than happy to listen to their request and see about making an appropriations request on Selah's behalf.

Assistant to the City Administrator Potter responded that he has reached out to the Association of Washington Cities (AWC), and that they are making connections for the cities who are attending.

Mayor Gawlik complimented both Recreation Manager Brown and Assistant to the City Administrator Potter on their efforts to reach out to members of community as well as members of legislature, saying that it shows some progress on these projects.

Fire Chief Hanna had no report.

Police Chief Hayes commented that his department had the LEO training simulator last week. He said that the Yakima Police Department's canine unit and gang unit did a presentation at the Citizens' Academy the night before, and that the next meeting would be a tour of the Yakima County jail. He added that they are currently working on a Citizens' Academy for persons under the age of eighteen. He informed the Council that they have narrowed the seventeen applicants for the Community Service Specialist / Evidence Room Caretaker position down to six, and will be starting interviews next week.

Interim City Administrator Henne said that himself, Mayor Gawlik, Recreation Manager Brown and Assistant to the City Administrator Potter met with some of the Civic Center user groups regarding their needs for a new building or remodel of the existing facility. He commented that the new parking lot space has been graveled; they will put up signs, and if it dries out enough they'll also paint parking stalls. He noted that both the new sweeper truck and the vector truck have been in use. He added that information on the part-time planner has been placed in the City's website. He remarked that the folks associated with the ball tournaments want to start playing in mid-March, so the crew is trying to get the fields going; they will also be doing a cleanup around the Civic Center and washing the building down.

Mayor Gawlik expressed his desire to have a fresh coat of paint applied to the building if possible, to freshen it up.

Council Member Smeback asked how many hours Mr. Durant is working per week.

Interim City Administrator Henne replied that he works approximately ten hours per week.

Council Member Smeback wondered if he was starting with the oldest projects.

Interim City Administrator Henne responded in the negative, saying that they have spoken with the individuals who have multiple projects to establish which ones are a higher priority to the proponents.

Council Member Smeback inquired if someone coming in with a new house project would be bumped to the head of the line.

Interim City Administrator Henne replied in the negative, adding that the backlog was prioritized, and any new project goes to the bottom of the pile.

Council Member Smeback asked how far out a new project would be.

Interim City Administrator Henne responded that he has asked Mr. Durant for time frame on completion of the pending projects.

Council Member Williams wondered if there have been new projects submitted since he took over.

Interim City Administrator Henne replied that there may be one for a small radio tower on the hill; he just met with those folks on Friday. He said that one matter should be brought before Council at the next meeting, and that the Hearing Examiner has an applicant with three projects coming before him.

Mayor Gawlik noted that they are keeping a record of the number of walk-ins needing information from the Planner's office so that they can give Council a comprehensive idea of what the activity is when they revisit the matter in the near future.

4. Boards **None**

Council took a five minute recess.

Q. Executive Session

1. 15 Minute Session – Real Estate RCW 42.30.110(1)(b)

Council went into Executive Session at 5:05pm. At 5:20pm, Council went back on the record. Mayor Gawlik stated that they would be extending the Executive Session for an additional 15 minutes.

Council went back into Executive Session at 5:00pm. At 5:20pm, Council went back on the record. Mayor Gawlik stated that no action was taken during the Executive Session.

Council Member Tierney moved, and Council Member Sample seconded, to Authorize the Mayor to sign a Purchase and Sales Agreement with Graf Investments, on behalf of the City, for Parcel No. 181302-21004, for the purchase price of \$110,000 and earnest money of \$5,000. Roll was called: Council Member Tierney – yes; Council Member Smeback – yes; Council Member Schmid – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

R. Adjournment

Council Member Finch moved, and Council Member Smeback seconded, that the meeting be adjourned. By voice vote, approval was unanimous.

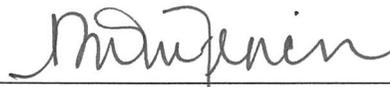
The meeting adjourned at 5:37pm.

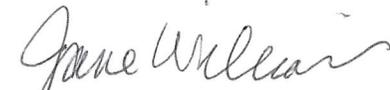
  
John Gawlik, Mayor

EXCUSED

Paul Overby, Council Member

  
Dave Smeback, Council Member

  
Brooke Finch, Mayor Pro Tem

  
Jane Williams, Council Member

John Tierney, Council Member

  
Allen Schmid, Council Member

  
Roy Sample, Council Member

ATTEST:

  
Dale E. Novobielski, Clerk/Treasurer