

City of Selah
Council Minutes
January 12, 2016

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

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

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Laura Ritchie; Russell Carlson;
Diane Underwood

Members Excused:

Staff Present: Don Wayman, City Administrator; Bob Noe, City Attorney; Gary Hanna,
Fire Chief; Jim Lange, Deputy Fire Chief; Rick Hayes, Police Chief; Joe
Henne, Public Works Director; Dale Novobielski, Clerk/Treasurer; Charles
Brown, Recreation Manager; Tom Durant, Community Planner; Bree Tait,
Civic Center Manager; Andrew Potter, Human Resources Manager;
Monica Lake, Executive Assistant

C. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance. Pastor Mark Griesse gave the prayer.

D. Agenda Changes **None**

E. Public Appearances/Introductions/ Presentations **None**

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

G. Communications

1. Oral

Mayor Raymond opened the meeting.

Wayne Petterson approached the podium and addressed the Council. He urged the City Council to withhold any future dollars towards the Selah Downtown Association until they can satisfy his request regarding their finances.

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

2. Written

- a. Selah Downtown Association Monthly Report
- b. December 2015 Monthly Report for Building Permits and Inspections, Animal Control and Code Enforcement

H. Proclamations/Announcements **None**

I. Consent Agenda

Council Member Ritchie moved, and Council Member Overby seconded, to add M – 1, M – 5 and M – 6 to the Consent Agenda. By voice vote, approval was unanimous.

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: November 10, 2015 Council Meeting
- * 2. Approval of Claims & Payroll:
 - Payroll Checks Nos. 79223 – 79242 for a total of \$179,801.84
 - Payroll Checks Nos. 79243 – 79268 for a total of \$237,615.44
 - Claim Checks Nos. 66897 – 66973 for a total of \$127,120.57
 - Claim Checks Nos. 66975 – 67053 for a total of \$198,597.05
 - Claim Checks Nos. 66974; 67054 – 67078 for a total of \$38,999.58
- * 3. Resolution M – 1: Resolution Declaring Fire Department Property as Surplus and Authorizing Its Disposal
- * 4. Resolution M – 3: Resolution Authorizing the Mayor to sign Task Order 2016-1 between the City of Selah and Huibregtse, Louman Associates, Inc. for the Goodlander Road Grind & Overlay As-Builts
- * 5. Resolution M – 5: Resolution Authorizing the Mayor to Sign a Professional Service Agreement with the Yakima Valley Sports Commission
- * 6. Resolution M – 6: Resolution Authorizing the Mayor to sign an Interagency Agreement with the Washington State Patrol for \$11,900 in grant funds for electronic fingerprinting equipment

Council Member Ritchie moved, and Council Member Overby 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. Selection of a Mayor Pro Tempore for Calendar Year 2016

Council Member Overby nominated, and Council Member Ritchie seconded, Council Member Tierney to be Mayor Pro Tempore for Calendar Year 2016. By voice vote, approval was unanimous.

2. Board & Committee Assignments for 2016

Council Member Bell joined the meeting.

Mayor Raymond read through the list of board and committee assignments. Council Members were assigned as follows: Finance Committee – Council Members Ritchie, Overby, and Carlson; Parks & Recreation Board – Council Member Underwood; Lodging Tax Advisory Committee and Selah Tourism Promotion Board – Council Member Tierney; Yakima Valley Conference of Governments – Council Members Carlson and Bell; Yakima Valley Visitors & Convention Bureau – Council Member Tierney; Selah Parks & Recreation Service Area Board – Council Members Sample and Overby; Fire Commissioners Board and Volunteers Firefighters Board – Mayor Raymond and Council Member Bell; Selah Chamber of Commerce – Council Member Bell; Selah School District – Council Members Underwood and Bell; Gang Commission – Council Member Ritchie; Naches-Selah Irrigation District Voting Member – Mayor Raymond; Facilities Committee – Council Members Tierney, Overby, and Ritchie; Selah Parks Foundation – Council Member Underwood; Selah Downtown Association – Council Member Sample

3. Main Street Tax Incentive Program for the Public Utility Tax Credit for 2017

Tammy Allan, Selah Downtown Association addressed K – 3. She commended Clerk/Treasurer Novobielski for doing the research to make sure that the City can take advantage of the public utilities tax credit offered for the Main Street Tax Incentive Program, which would allow the City to take up to seventy-five percent of their donation to the Selah Downtown Association as tax credit for the following calendar year. She noted that the funds available for the program in 2016 were all gone by eleven am on January 4th, much sooner than previous years, and that Selah businesses claimed twelve thousand five hundred from the fund for 2016. She thanked the Council for their support of the last three years, and expressed her desire to keep the lines of communication open.

Mayor Raymond requested that she elaborate on the monies being gone.

Ms. Allan used the image of a piggy bank to explain, saying that the Department of Revenue set aside one point five million dollars for Washington State, and there are currently thirty-three cities vying for a

share of the funds for their Main Street programs. She went on to say that the money was completely earmarked by eleven am on Monday, January 4th, and that, while they are not reliant on those funds as of yet, monies from that source should be roughly a third of their annual budget.

Council Member Tierney wondered if it was ‘first come first served’, or if those who have already participated get first shot at the money.

Ms. Allan responded that it is ‘first come first served’, which is why it is urgent to get Selah business requests in right away.

Council Member Sample inquired if those businesses who did not get a chance to get in can register prior to the end of the year.

Ms. Allan replied in the negative, saying that nothing can be done in advance. She added that they would be talking to legislators on the hill to encourage them to make more Department of Revenue dollars available.

Council Member Tierney asked if it was the same as the B&O credit.

Ms. Allan responded in the affirmative.

Council Member Tierney wondered if it was earmarked for communities, or for businesses and communities.

Ms. Allan replied that it is for both, and that the Selah Downtown Association should only have that as a third of their annual budget; the rest should come from fundraising and events.

L. Old Business **None**

M. Resolutions

- * 1. Resolution Declaring Fire Department Property as Surplus and Authorizing Its Disposal
- 2. Resolution Approving the Preliminary Plat of “Valhalla Heights Subdivision Phases 3 and 4” (912.38.14-02) and Adopting Findings and Conditions of Preliminary Plat Approval

Community Planner Durant addressed M – 2. He stated that this is a final decision on the preliminary plat for Valhalla Heights Phases 3 and 4, consisting of sixty-one lots off West Goodlander Road, and is a continuation of Valhalla Estates. He said that Council is being asked to approve the Hearing Examiner’s recommendation from a little over a year ago, noting that there are some unique things about the project, such as part of the property being outside the City limits and the urban growth boundary; after discussing the matter with the County, they require that the final plat have a separate parcel for the County land, which is not served by City water and sewer. He went onto say that another matter of concern is the need for two access points to streets, as required per City code, a challenge due to the location of the property; the Hearing Examiner gave some options for this condition, with a requirement

of the final plat being a second access route approved by the Public Works Director. He recommended approval of the Hearing Examiner's recommendation.

Council Member Overby wondered, regarding condition thirteen, if the developer could build homes prior to final plat, or if they would just need to have the infrastructure in prior to that.

Community Planner Durant responded that condition thirteen has to be met before recording the final plat.

Council Member Sample remarked that, technically, they could build a house on a single parcel, prior to the subdivision approval.

Community Planner Durant agreed, provided they had accessibility to sewer and water.

Council Member Sample asked if the new access road would be in the county.

Community Planner Durant replied in the negative, adding that they are looking at a location within the City limits that goes to Speyers Road, thus eliminating the problem of all traffic routing onto Goodlander.

City Administrator Wayman remarked that the proposed road would come up from Speyers and wind up just below the reservoir.

Council Member Sample inquired about private road access.

Community Planner Durant responded that there would be a second emergency access that will use the Marisa Hill private road, but it will be gated and only available for emergency vehicles.

City Administrator Wayman noted that the connection to Marisa Road would need to be improved to County standards.

Council Member Tierney inquired why they didn't require a secondary access road within the existing phases of Valhalla.

Community Planner Durant replied that he does not know, as he was not here when happened.

Public Works Director Henne stated that the codes require a secondary access if a road dead ends and is more than a thousand feet long.

Council Member Tierney observed that, where Goodlander goes up and dead-ends, there is a gravel turnaround but no roundabout, asking if that should require a secondary access.

Public Works Director Henne reiterated his comment about code requirements, noting that the current road is not considered a dead end until it goes past Thirteenth.

City Administrator Wayman requested that he address the issue of water pressure.

Public Works Director Henne said that the subdivision lies above the zone 4 water pressure zone; they built two reservoirs up there, but the next phase requires a booster station as well. He noted that plans have been submitted to the Department of Health for review.

Council Member Tierney asked if the City or the developer would put in the station.

Public Works Director Henne responded that it would be the developer.

Council Member Ritchie wondered if the City would maintain it.

Public Works Director Henne replied in the affirmative, adding that he was wondering if there should be different tiers of enhancement on water bills in these zones.

Council Member Overby commented that he thought they did that for Lookout Point.

Public Works Director Henne stated that they did do that for the reservoir and pumping station, and that there will be ongoing maintenance and power costs to the new booster station.

Council Member Overby remarked that it adds to the City's water capacity as well.

Public Works Director Henne responded that those reservoirs would serve the Valhalla subdivision, and allow the City to remove the booster pump at Goodlander Road and Goodlander Drive.

Council Member Tierney inquired as to the number of lots within the City limits.

Community Planner Durant replied that there are sixty-one.

Council Member Overby commented that the developer would not get too far into this without getting the matter resolved.

Public Works Director Henne said that they have submitted the SEPA and a preliminary road design for the second access road.

Council Member Tierney moved, and Council Member Sample seconded, to approve the Resolution Approving the Preliminary Plat of “Valhalla Heights Subdivision Phases 3 and 4” (912.38.14-02) and Adopting Findings and Conditions of Preliminary Plat Approval. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

- * 3. Resolution Authorizing the Mayor to sign Task Order 2016-1 between the City of Selah and Huibregtse, Louman Associates, Inc. for the Goodlander Road Grind & Overlay As-Builts

4. Resolution authorizing staff to proceed with a proposal from Mountain States Construction for the Replacement of Existing Check and Plug Valves at the Main Waste Water Treatment and Pre-Treatment Pump Stations

Public Works Director Henne addressed M – 4. He said that last year the City contracted with Ameresco to do energy improvements throughout the City, such as putting in LED streetlights and using more efficient mixtures at the treatment facility, along with some pumps that needed replacing. He added that they failed to think about the check valves that isolate the pipe system when pumps are down, and that the City's engineer is recommending replacement of the valves. He proposed using the subcontractor, Mountain Estates Construction, directly for replacement, as it would save the City roughly fourteen thousand dollars to do that rather than a change order to the contract with the Department of Commerce. He proposed taking the funds out of the sewer reserve fund, with the project total not to exceed fifty thousand dollars.

Council Member Overby wondered whether they needed to bid out.

Public Works Director Henne responded that they do not; he discussed the matter with Clerk/Treasurer Novobielski, and it will save the City some money by not doing a change order for this.

Council Member Overby asked about funding for the other Ameresco project.

Public Works Director Henne replied that two hundred twenty thousand is out of the street fund, with other sources for the remainder. He noted that the Fire Department is paying for the lights at their facility. \$220,000 out of street fund

Council Member Overby moved, and Council Member Tierney seconded, to approve the Resolution authorizing staff to proceed with a proposal from Mountain States Construction for the Replacement of Existing Check and Plug Valves at the Main Waste Water Treatment and Pre-Treatment Pump Stations. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

- * 5. Resolution Authorizing the Mayor to Sign a Professional Service Agreement with the Yakima Valley Sports Commission
- * 6. Resolution Authorizing the Mayor to sign an Interagency Agreement with the Washington State Patrol for \$11,900 in grant funds for electronic fingerprinting equipment

N. Ordinances

1. Ordinance Amending the 2016 Budget for Recreation Department Overtime Pay

Recreation Manager Brown addressed N – 1. He said that the budget adjustment request is to allow his Recreation Coordinator to work some over time this year, to allow him to be in the office yet still pursue sponsors for events.

City Administrator Wayman remarked that the Recreation Coordinator is doing an excellent job communicating how the City can improve the Army Base race; he is aggressively getting out there seeking new sponsors, getting a wider sponsorship for the race, and making it a more substantive event to attract more top-level runners.

Council Member Overby moved, and Council Member Ritchie seconded, to approve the Ordinance Amending the 2016 Budget for Recreation Department Overtime Pay. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

O. Reports/Announcements

1. Mayor

Mayor Raymond noted that there are Planning Commission minutes in the packet. She thanked everyone for their patience with the new Mayor and Council Members, and encouraged the high school kids in attendance to get involved.

2. Council Members

Council Member Ritchie had no report.

Council Member Overby welcomed Mayor Raymond and the new Council members, saying that there will be an interesting bunch of work coming their way the next few years. He hoped that the new members were able to take the AWC training.

Council Member Sample had no report.

Council Member Tierney had no report, but extended his compliments to the Public Works crew for their work keeping city streets clean and well shoveled.

Council Member Bell had no report, but agreed with Council Member Tierney regarding the streets.

Council Member Underwood had no report.

Council Member Carlson had no report, but said he is excited to work with everyone.

3. Department

Public Works Director Henne said that he has received many comments about the snow, and they are doing the best they can. He felt that the streets are in good shape right now, with little to no accumulation tonight and tomorrow. He stated that he received an email today approving the loan application for the variable pump project at Palm Park for Well 7, and he will have the contract around June for Council to approve.

Council Member Carlson expressed his pleasure with the snow removal where he lives, saying that he appreciates the effort.

Community Planner Durant gave a brief update of the projects submitted to his department, noting that the Planning Commission will be looking at Volunteer Park next week.

Council Member Sample wondered if the City's Urban Growth Area (UGA) would stay the same after the County reviews it.

Community Planner Durant responded that they would look at land use, capital facilities for providing service, and population projections, before deciding if the City has too much in its UGA, and that the City needs to tell the County what they want.

Council Member Tierney asked what they would have to do to bring East Selah into the UGA.

Community Planner Durant replied that it is dependent on population growth, and convincing the County that the City will be able to support the growth with capital facilities.

Council Member Tierney suggested collaborating with the military base.

City Administrator Wayman remarked that he has been discussing the base's sewage treatment and fresh water services with the base commander, as they are interested in getting out of the water and sewer business, and having the City take that over.

Civic Center Manager Tait said that December was a very busy month at the Civic Center, and they are now moving into the fundraising season. She stated that the leaks are under control, and that they are looking at purchasing a new projector and installing lights on the west side of the building.

City Administrator Wayman commented that he and Civic Center Manager Tait have been working on a brief for Council on future options for the Civic Center.

Recreation Manager Brown said that the new Parks & Recreation brochure went out last week. He added that they are busy with basketball now, to be followed by soccer.

City Administrator Wayman informed Council Member Ritchie that they are looking into getting the spray pad moved from the pool facility to Volunteer Park.

Council Member Tierney inquired about the concession fees in arrears.

Recreation Manager Brown replied that GYGSA has paid their fees.

Council Member Tierney asked if they had asked the Job Corps about construction work for Volunteer Park.

Recreation Manager Brown responded that he has not.

Council Member Tierney encouraged him to contact them.

Council Member Ritchie added that there are also community service work crews looking for placement options.

Human Resources Manager Potter said that the Police Department candidate has passed some of his tests, and will not need to go to the academy. He stated that the Planner position is in the interviewing phase, and that they received nine applicants for the stormwater position and will schedule interviews.

City Administrator Wayman remarked that both Planner candidates were very qualified, more than just journeymen, and he is pleased to get a chance to interview them. He noted that there would still be background investigations and a vetting of credentials.

Human Resources Manager Potter said that Council would receive information in the next packet about the City's organizational structure.

Fire Chief Hanna said that they started seventeen new volunteers in January, and he hopes to retain most of them. He added that he drove one of new brush/rescue vehicles for people to look at, adding that the two trucks are replacing 1984 homebuilt brush vehicles. He commented that Deputy Fire Chief Lange was accepted to a program with National Fire Academy, and will be gone for two weeks. He finished by saying that he is working on another grant application, that would go towards tablets in fire vehicles.

Police Chief Hayes said that their candidate passed all the psych tests and the background check; he is scheduled for a physical, with a start date of February. He passed out Citizens Academy applications and put in a plug for their annual Polar Plunge for Special Olympics.

Clerk/Treasurer Novobielski said that he is currently in the process of closing the 2015 books and preparing the yearend financial statements, which he will give to department heads Friday. He noted that 2015 was a wonderful year, and he is looking forward to 2016. He added that he would upload the complete financial statements to the website upon completion, along with a final 2016 budget.

City Attorney Noe had no report.

City Administrator Wayman informed the Council that there was an accident with one of snowplows, which resulted in significant damage to the other vehicle, and does not reflect the effort they are putting in to create a safer environment for City staff. He spoke briefly about the public defender contract the City signed with the Brumback law firm last year for Katie Hitchcock's services, saying that new rules handed down by the Washington State Supreme Court require that the City compensate any public defender at a higher rate. He commented that both the judge and the prosecutor are satisfied with her conduct; the law firm is requesting an additional three hundred dollars per month to extend the contract, which would also result in a corresponding increase for the prosecutor. He wished to get a sense of how Council wished him to proceed.

Council Member Ritchie remarked that they had looked into turning the court over to the County, but opted not to due to a higher cost. She requested that Council be provided with information on how many

cases were filed with the Municipal Court last year, so they can review the numbers again. She felt that four thousand seven hundred a month was high for a public defender.

Council Member Tierney commented that there would be additional expense to the police department to have officers tied up in court and out of town, and that he would prefer not to reduce the presence of the police department in town.

City Administrator Wayman agreed that overtime would go up.

Council Member Carlson asked if there was justification behind the raise.

City Administrator Wayman responded in the affirmative, saying that they left it open when they signed the original contract, as they wanted a period of observation to evaluate performance, and that this is what it will take to keep her.

City Attorney Noe added that the justification for the increase is the higher case volume and that the public defender has to travel to Wapato to meet with defendants in custody.

Council Member Ritchie wondered why the inmates were in the Wapato jail.

City Attorney Noe replied that Wapato is much cheaper.

City Administrator Wayman stated that, with Council's consent, he would bring the contract for a decision to next council meeting.

Council Member Underwood said that she would like to see how many cases went to trial.

City Administrator Wayman responded that they would be provided with that information.

4. Boards
 - a. Planning Commission Minutes for November 17, 2015

Council took a ten-minute recess.

P. Executive Session

1. 20 Minute Session – Real Estate RCW 42.30.110(1) (b)

Council went into Executive Session at 5:47m. At 6:07pm, Council went back on the record. Mayor Raymond stated that they would be extending the Executive Session for an additional 15 minutes.

Council went back into Executive Session at 6:08pm. At 6:23pm, Council went back on the record. Mayor Raymond stated that they would be extending the Executive Session for an additional 15 minutes.

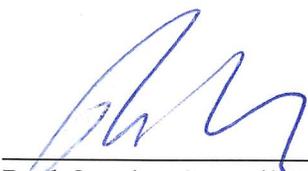
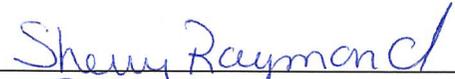
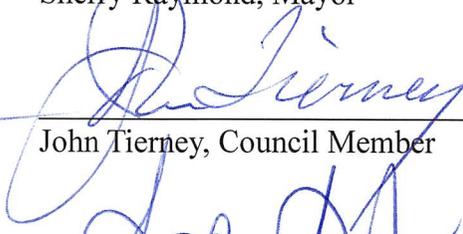
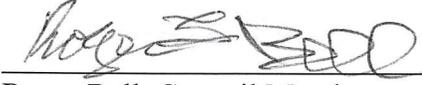
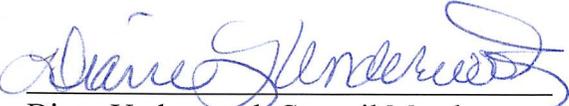
Council went back into Executive Session at 6:24pm. At 6:39pm, Council went back on the record.

Mayor Raymond stated that no action was taken during the Executive Session.

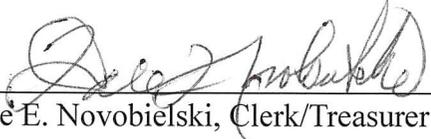
Q. Adjournment

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

The meeting adjourned at 6:39 pm.

 _____ Paul Overby, Council Member	 _____ Sherry Raymond, Mayor
 _____ Roy Sample, Council Member	 _____ John Tierney, Council Member
 _____ Roger Bell, Council Member	 _____ Laura Ritchie, Council Member
 _____ Diane Underwood, Council Member	 _____ Russell Carlson, Council Member

ATTEST:



Dale E. Novobielski, Clerk/Treasurer