

City of Selah  
Council Minutes  
January 24, 2017

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

A. Call to Order Mayor Raymond called the meeting to order at 5:30pm.

B. Roll Call

Members Present: Paul Overby; Roy Sample; Laura Ritchie; Roger Bell; Diane Underwood;  
Russell Carlson

Members Absent: John Tierney

Staff Present: Donald Wayman, City Administrator; Bob Noe, City Attorney; Dale  
Novobielski, Clerk/Treasurer; Gary Hanna, Fire Chief; Eric Steen, Deputy  
Police Chief; Joe Henne, Public Works Director; Bree Tait, Civic Center  
Manager; Tom Durant, City Planner; Andrew Potter, Human Resources  
Manager; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse

**Council Member Overby moved, and Council Member Sample seconded, to excuse Council  
Member Tierney from the meeting. By voice vote, approval was unanimous.**

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Brad Hill gave the prayer.

F. Agenda Changes **None**

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

H. Getting To Know Our Businesses

1. Ryan Franklin, Selah Education Foundation

Ryan Franklin approached the podium and addressed the Council. He said that the Selah Education Foundation was born roughly two years ago, consisting of a group of parents and community members who got together to talk about enhancing education. He went on to say that they spent the bulk of 2015 getting their 501c3 non-profit status, and in 2016 tried to get a few projects under their belt. He added that they are looking to build and grow in 2017, with the goal of enhancing education using the three pillars of early learning, academic opportunity, and college readiness. He gave some examples of things they have done over the last two years, noting that they are also on Facebook and have an active website located at [www.selaheducationfoundation.org](http://www.selaheducationfoundation.org).

Mayor Raymond inquired about funding sources other than grants.

Mr. Franklin replied that funding came primarily from individual donations by board members, along with donations from a couple local businesses.

Council Member Ritchie asked if the group had done anything in past, or planned to do in the future, with the truant youth of Selah, adding that the Selah School District currently has truancy boards set up.

Mr. Franklin responded that their approach thus far has been to turn to the leadership of the schools for priorities and gaps, meeting with the high school counselors to discuss this.

Council Member Carlson wondered what their top concerns were.

Mr. Franklin remarked that they went to talk about college and a career readiness program with the counselors and discovered that a lot of their time is spent managing kids throughout the day. He added that they would like to have more of an open dialogue with members of the school on an individual basis. He thanked Council for their time.

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Wayne Worby, 200 Weems Way, approached the podium and addressed the Council. He offered Council some documentation from issues he has brought forward and from record requests, and asked the Mayor if she would be in the office tomorrow.

Mayor Raymond replied that she would be there in the morning until eleven am.

Mr. Worby noted that the first of the documents he presented was a letter to the Mayor, while the remainder dealt with issues regarding street width and signage.

Mayor Raymond requested that he bring any future papers to be handed out to her office prior to a Council Meeting. Seeing no one else rise to speak, she then closed the meeting.

2. Written

**None**

J. Proclamations/Announcements **None**

K. Consent Agenda

Two clerical errors in the minutes were noted by Mayor Raymond, and one by Council Member Underwood.

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 10, 2016 Council Meeting
- \* 2. Approval of Claims & Payroll:
  - Payroll Checks Nos. 80373 – 80447 for a total of \$222,707.36
  - Claim Checks Nos. 68781 – 68843 for a total of \$135,351.71
  - Claim Checks Nos. 68869 – 68928 for a total of \$201,511.13
- \* 3. Resolution Authorizing the Mayor to sign Task Order 2017-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. for General Sewer Plan updates
- \* 4. Resolution Authorizing the Mayor to sign a contract with Natural Selection Farms, Inc., for transport and land application of Class A and Class B Biosolids

**Council Member Overby moved, and Council Member Carlson seconded, to approve the Consent Agenda as read, with corrections made to the Minutes as noted. By voice vote, approval of the Consent Agenda was unanimous.**

L. Public Hearings **None**

M. General Business

- 1. New Business **None**
- 2. Old Business **None**

N. Resolutions

- 1. Resolution Declaring Certain Real Property Surplus

City Planner Durant addressed N – 1. He requested that Council declare a small piece of property surplus, describing the parcel as a one-quarter acre located west of Valhalla Heights Division Three. He explained that the reason for this is the location at the top of a steep slope, which renders it unusable for

municipal purposes but the owner of the lot adjacent to the property could use it. He asked that they declare it surplus to be sold to that individual.

City Administrator Wayman noted that this is the same property they discussed in executive session several meetings ago, when Council allowed staff to go forward with negotiations.

**Council Member Overby moved, and Council Member Ritchie seconded, to approve the Resolution Declaring Certain Real Property Surplus. Roll was called: Council Member Overby – 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.**

2. Resolution Authorizing the Mayor to Sign Documents with Invoice Cloud Inc. Allowing Utility Customers Internet Access To Account Information, Electronic Payment Services and Paperless Billing

Clerk/Treasurer Novobielski addressed N – 2. He said that he had previously mentioned working with this vendor last November, as they collaborate with Vision to provide the ability to access utility account information over the internet and give users the option to receive paperless bills. He noted that the cost for service is eighty-five dollars a month, and that with the savings on postage and postcards having twelve hundred customers sign up would offset the fees with no cost to utilities.

Council Member Overby inquired about the ability to look up past information.

Clerk/Treasurer Novobielski responded that it would be possible, either twelve or twenty-four months prior as long as they are a continual customer, and it will allow a person to look at consumption patterns.

Council Member Carlson asked if it would allow for payment online or direct deposit.

Clerk/Treasurer Novobielski replied in the affirmative, saying that they want to retain the automatic payment service as no charge to the customer, which could be done, but the electronic payment option will change to one that is a flat fee of a dollar and ninety-five cents for using a bank account and three dollars and ninety-five cents for using a credit card, which will reduce the amount of fees paid monthly by those customers with multiple units who utilize the online payment option.

Council Member Ritchie wondered how they would get people to sign up.

Clerk/Treasurer Novobielski responded that the only way currently is to use one line on the billing postcards, adding that they have people who call and enquire, and will post notices as well.

Council Member Ritchie remarked that it seems people will not sign up unless the City seeks them out, and inquired about sending out a communication to all users to offset cost to the City for the service.

City Administrator Wayman replied that they could look into the cost of a mailing notification.

Council Member Underwood suggested an ad in the Yakima Herald-Republic.

Clerk/Treasurer Novobielski felt that putting it on the monthly billing postcard would spread the news by inquiries and word of mouth.

City Administrator Wayman suggested that they give it three months then evaluate at that time.

Council Member Overby expressed his appreciation for the paperless billing option.

Clerk/Treasurer Novobielski commented that it would be interesting to see the reaction from consumers, adding that he would be surprised if they do not have signups.

Council Member Overby felt that it could be sold because customers can look at their past usage.

**Council Member Overby moved, and Council Member Underwood seconded, to approve the Resolution Authorizing the Mayor to Sign Documents with Invoice Cloud Inc. Allowing Utility Customers Internet Access To Account Information, Electronic Payment Services and Paperless Billing. Roll was called: Council Member Overby – 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 2017-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. for General Sewer Plan updates
- \* 4. Resolution Authorizing the Mayor to sign a contract with Natural Selection Farms, Inc., for transport and land application of Class A and Class B Biosolids

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Deputy Police Chief Steen said that their newest officer has passed his physical agility test, and was additionally pre-selected to class president for class 2748. He commented that he has been in the process of dealing with classmates' questions already, along with studying for his first test.

Council Member Carlson asked if he had a report on Police Chief Hayes.

Deputy Police Chief Steen responded that he has been informed the physical training is rigorous.

Fire Chief Hanna said that the bid advertisement went out for their new engines on January fifteenth. He noted that it will close on February second and they will open bids February third.

Civic Center Manager Tait said that the Class of 2017 is hosting a crab feed at the Civic Center Friday.

City Planner Durant said that he is keeping the Planning Commission busy with meetings twice a month, adding that they had a hearing on a communications tower last week and next meeting they will have a short plat to consider. He remarked that all draft elements of Comprehensive Plan have been completed as a draft and will go out for review then back to the Planning Commission to go through the formal adoption procedure. He noted that there have been a lot of inquiries on projects.

Public Works Director Henne said that snow has been their main focus recently. This winter they have put out about six thousand gallons of deicer. He went on to say that the guys are still reading commercial meters, and have also had a few frozen meters around town, primarily due to a lack of water flow into structures that caused the freezing. He thanked Council for approving his items. He noted that they are working on stormwater concerns and the annual report.

City Administrator Wayman reminded Council that the City is aggressively filling potholes as they see them, and communicating with the Washington State Department of Transportation (WSDOT) regarding the overpass coming into town.

Public Works Director Henne commented that there were remarks on Facebook about the overpass, but WSDOT came out to work on that.

Human Resources Manager Potter gave report on the community event held at Selah Intermediate School, saying that the weather limited the amount of citizens who attended but the providers attending were able to spend the time networking and would welcome another event when the weather is more cooperative. He noted that several applications have been received for the utility worker position, but none yet for the planner position.

Clerk/Treasurer Novobielski was pleased to provide the first sales tax report of 2017, saying that the City received ninety-one thousand four hundred dollars, an eleven percent increase from the previous January.

City Attorney Noe had no report.

## 2. Council Members

Council Member Ritchie had no report.

Council Member Overby stated that he and fellow Council Member Bell attended the Selah Park and Recreation Service Area Board (SPRSA) meeting last night. He said that they are making progress on the construction schedule, and have had spirited conversations regarding the relationship between the City and SPRSA, especially operating costs for the new facility and a use agreement, or lack thereof, with the Selah Dolphins Swim Team. He expressed concern regarding what he felt has been a steep price point, suggesting that they look at a tiered structure that looks at the volume of people brought in and doing a fee schedule for larger entities, such as the Dolphins, that makes it possible for them to stay. He thought that they could entertain a tiered fee schedule for different types of customers.

Council Member Sample had no report.

Council Member Bell added that the SPRSA design committee has moved forward with their task, and they should know what is happening with that in two to three weeks.

Council Member Underwood had no report.

Council Member Carlson had no report.

3. City Administrator

City Administrator Wayman had no report.

4. Boards

a. Planning Commission Minutes for January 3, 2017

5. Mayor

Mayor Raymond reminded those in attendance that the Citizens Academy starts February fourth, running from six to eight-thirty pm.

**Council took a ten-minute recess.**

P. Executive Session

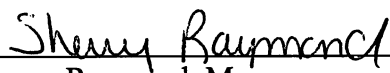
1. 15 Minute Session – Real Estate RCW 42.30.110 (1) (c)

Council went into Executive Session at 6:27pm. At 6:42pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

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

The meeting adjourned at 6:42 pm.

  
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Sherry Raymond, Mayor

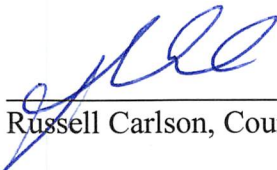
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Paul Overby, Council Member

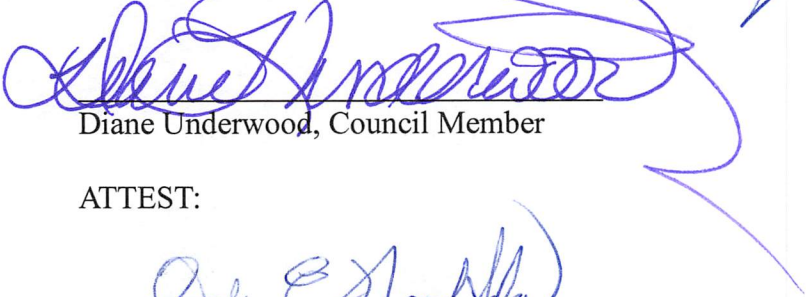
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EXCUSED  
John Tierney, Council Member

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Roy Sample, Council Member

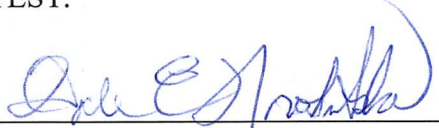
  
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Laura Ritchie, Council Member

  
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Roger Bell, Council Member

  
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Russell Carlson, Council Member

  
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Diane Underwood, Council Member

ATTEST:

  
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Dale E. Novobielski, Clerk/Treasurer