

SELAH CITY COUNCIL

4:00pm June 10, 2014



Selah City Council
 Regular Meeting
 Tuesday, June 10, 2014
 4:00pm
 City Council Chambers

Mayor:
 Mayor Pro Tem:
 Council Members:

John Gawlik
 Brooke Finch
 Paul Overby
 John Tierney
 Dave Smeback
 Allen Schmid
 Roy Sample
 Jane Williams

CITY OF SELAH
 115 West Naches Avenue
 Selah, Washington 98942

City Administrator: David Kelly
 City Attorney: Bob Noe
 Clerk/Treasurer: Dale Novobielski

AGENDA

- A. Call to Order – Mayor Gawlik
- B. Roll Call
- C. Pledge of Allegiance
- D. Agenda Changes **None**
- E. Public Appearances/Introductions/Presentations **None**
- F. Getting To Know Our Businesses **None**
- G. Communications
 - 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. The Mayor reserves the right to place a time limit on each person asking to be heard.

- 2. Written **None**
- H. Proclamations/Announcements **None**
- I. Consent Agenda

All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member or member of the audience request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

- Monica Lake * 1. Approval of Minutes: May 27, 2014 Study Session & Council Meeting
- Dale N. * 2. Approval of Claims & Payroll

- J. Public Hearings
 - Charlie Brown 1. Public Hearing for the Remodel of the Selah Civic Center

- K. New Business
 - Dennis Davison 1. Moss Subdivision Variance

- L. Old Business **None**

- M. Resolutions
 - Joe Henne 1. Resolution Authorizing the Mayor to Approve Task Order 2014-2 between the City of Selah and Huibregtse, Louman & Associates Inc. for Engineering and Surveying services for the Third Street Sewer Improvement Project

- Charlie Brown 2. Resolution Authorizing the Mayor to Sign a Renewal Tourism Contract with Yakima Valley Visitors Information Center for June 2014 thru June 2015
- Charlie Brown 3. Resolution Authorizing the Mayor to Sign a Submission of Grant Application for Community Development Block Grant Funding for the Selah Civic Center Remodel Project

N. Ordinances **None**

O. Communications

- 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. The Mayor reserves the right to place a time limit on each person asking to be heard.

P. Reports/Announcements

- 1. Mayor
- 2. Council Members
- 3. Departmental
- 4. Boards

Q. Executive Session

- 1. 10 Minutes Session – Personnel RCW 42.30.110 (1)(g)

R. Adjournment

Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)

A yellow AIS indicates an action item.

A blue AIS indicates an information/non-action item.

Next Study Session June 24, 2014
 Next Regular Meeting June 24, 2014



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014

I – 1

Title: Approval of Minutes: May 27, 2014 Study Session & Council Meeting

Thru: David Kelly, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Approval of the Minutes from the last Council Meeting.

Background / Findings & Facts:

See Minutes for details.

Recommended Motion:

Motion to approve the Consent Agenda as read. (This item is part of the Consent Agenda)

**Study Session Minutes
Selah City Council
May 27, 2014
5:00pm**

Mayor Gawlik opened the Study Session, stating that Council would first discuss Outside Utility Agreements, followed by a discussion the Civic Center remodel.

Council Member Sample gave a presentation on Outside Utility Agreements (OUAs), along with examples. Council discussed the City's Municipal Code regarding OUAs and annexation and the reasons someone would apply for an OUA.

Carl Torkelson and Recreation Manager Brown gave a PowerPoint presentation on the current condition of the Civic Center and suggested changes, including an itemized list of various remodel items. Recreation Manager Brown indicated that he is applying for funding from a community development block grant. A brief discussion followed.

Mayor Gawlik thanked Council Member Sample, Mr. Torkelson and Recreation Manager Brown for their time. The Study Session ended at 6:26pm.

City of Selah
Council Minutes
May 27, 2014

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: Paul Overby; John Tierney; Dave Smeback; Brooke Finch; Roy Sample; Jane Williams

Members Excused: Allen Schmid

Staff Present: David Kelly, City Administrator; Dale Novobielski, Clerk/Treasurer; Rick Hayes, Police Chief; Gary Hanna, Fire Chief; Joe Henne, Public Works Director; Dennis Davison, Community Planner; Charlie Brown, Recreation Manager; Monica Lake, Executive Assistant

C. Pledge of Allegiance

Council Member Smeback led the Pledge of Allegiance. Pastor Tom Morris led the opening prayer.

D. Agenda Changes

1. Added to Agenda:

a. Executive Session Q – 1: 5 Minute Session – Contract Negotiations RCW 42.30.140

E. Public Appearances/Introductions/ Presentations

1. Senator Jim Honeyford

Mayor Gawlik welcomed Senator Honeyford and invited him to speak.

Senator Honeyford approached the podium and addressed the Council. He introduced himself, saying that he is the State representative for the Selah area. He expressed his appreciation of the discussion on the Civic Center remodel, adding that there are State matching funds available that the City could apply for. He noted that he currently serves as chair on that committee. He suggested that the City let him know what they need and he will see what can be done.

F. Getting To Know Our Businesses None

G. Communications

1. Oral

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

2. Written

a. Yakima Transit Service Ridership Report for the month of April 2014

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: May 13, 2014 Council Meeting
- * 2. Approval of Claims & Payroll:

Payroll Checks Nos. 77471 – 77507 for a total of \$169,986.32
Claim Checks Nos. 63914 – 63978 for a total of \$183,297.98

Council Member Tierney 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 Hearing

- 1. Public Hearing to consider the Resolution adopting the Six Year Transportation Improvement Program for the years 2015 to 2020

Public Works Director Henne addressed J – 1. He said that the City is required to prepare and adopt a six Year Transportation Improvement Program (TIP) each year, and that it is time to start the process again. He commented that they sent the SEPA checklist and received no negative comments on the matter. He noted that they are required to hold a Public Hearing regarding the proposed TIP and requested that the Mayor open the Public Hearing.

Mayor Gawlik opened the Public Hearing.

Public Works Director Henne gave a brief overview of the projects listed per the information included in the Council packet. He noted that there were two new projects added in addition to those projects carried over from the previous TIP.

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

K. New Business

1. Hire of a Recording Secretary for the Selah Parks and Recreation Service Area Board (SPRSA)

Recreation Manager Brown addressed K – 1. He said that the Selah Park & Recreation Service Area Board (SPRSA) is requesting a part-time secretarial position, for approximately 6-7 hours a month, to do the recording and take minutes of their meetings and take care of general business matters. He stated that Council Member Williams had been servicing in that capacity, but can no longer continue to do so in addition to her Council responsibilities. He noted that the money belongs to the SPRSA, although the City pays their bills .

City Administrator Kelly remarked that the SPRSA will be hiring someone, and they would like to have them run through the City's books for payroll.

Council Member Overby moved, and Council Member Finch seconded, to approve the Hire of a Recording Secretary for the Selah Parks and Recreation Service Area Board. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

2. Purchase of a new copy machine for the Recreation Department

Recreation Manager Brown addressed K – 2. He said that they surplused 5 printers and a copy machine recently in the hope of obtaining 1 machine to do everything. He noted that they found a RICOH machine for approximately \$8,500 that will fill their needs.

Council Member Tierney wondered about the life expectancy of a new machine.

Clerk/Treasurer Novobielski responded that the machine at the Civic Center is the oldest copier currently owned by the City; they are changed out on a 7 year cycle.

Recreation Manager Brown commented that they only do a few major print jobs each year.

Council Member Tierney asked how the price compared to leasing a machine.

City Administrator Kelly replied that it is more cost effective to purchase rather than lease a machine.

Council Member Tierney inquired if the contract would include a service agreement.

Mayor Gawlik responded that it is part of the quote.

City Administrator Kelly commented that the City will pay a monthly service charge of \$36 per month. He added that the other issue with their current copier is its inability to be used on a network, whereas the Ricoh can be connected to the network.

Council Member Tierney observed that technology is changing so rapidly it will be obsolete in 3 years.

Clerk/Treasurer Novobielski noted that the machine is not the latest model; it's similar to the one at City Hall that has been in use for four years.

Council Member Tierney moved, and Council Member Finch seconded, to approve the Purchase of a new copy machine for the Recreation Department. Roll was called: Council Member Overby – yes; Council

Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

3. Purchase of a New Ice Machine and Concessions Cooler

Recreation Manager Brown addressed K – 3. He said that the current ice machine in the Civic Center, and the one at the pool, are owned by Pepsi, along with the fountain machine and cooler at the pool. He stated that they would like the City to purchase their own machine to allow for more control over the concessions. He noted that they can go to a smaller model for the ice machine.

Council Member Tierney asked if it would increase the profit line for concessions.

Recreation Manager Brown responded that he believes it will.

Council Member Williams wondered why they weren't purchasing two ice machines.

Recreation Manager Brown replied that they will only need one at the Civic Center as they won't have a fountain machine at the pool.

Council Member Williams inquired if the product will be delivered, or if a staff member would have to pick it up.

Recreation Manager Brown responded that it would need to be picked up, which they already do for candy and other snacks.

City Administrator Kelly commented that, in the past, pool staff have been allowed free use of the fountain fountains, and switching to bottled inventory will allow them to keep an accurate inventory of what is sold and ensure more accountability.

Council Member Smeback moved, and Council Member Overby seconded, to approve the Purchase of a New Ice Machine and Concessions Cooler. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

L. Old Business None

M. Resolutions

1. Resolution adopting the Six Year Transportation Improvement Program for Secondary and Collector Arterial Streets within the City of Selah for the years 2015 to 2020

Public Works Director Henne addressed M – 1. He requested that Council approve the Resolution put before them.

Council Member Sample asked for more information in the pathway project.

Public Works Director Henne responded that it isn't a project; it's a study to see if they want to do a bike or walking path in the future.

Council Member Sample wondered if he had a location in mind.

Public Works Director Henne responded in the negative, saying that the study would determine how many they might desire to have.

Council Member Sample inquired about the West Goodlander Road project.

Public Works Director Henne remarked that it extends up to the Valhalla subdivision.

Council Member Sample asked if that included curbs, gutters, and sidewalks.

Public Works Director Henne responded in the affirmative, adding that it also includes storm drains and street lights.

Council Member Sample commented that there is already a sidewalk part way up that road.

Public Works Director Henne said that the sidewalk he is referring to was done back in the mid-70s, and was required for community development think at that time. He noted that it is too low and has some damage to it, so they will simply remove it and replace it with new sidewalk.

Council Member Sample wondered about the sidewalk going up from 1st Street.

Public Works Director Henne replied that he will have to see if it can be incorporated; the TIP likes to see a minimum of 6 foot wide sidewalks.

Council Member Williams inquired about the Southern and 3rd Street project.

Public Works Director Henne responded that the design for that project is currently begin worked on. He went on to say that, while the City is approved up to construction, they have to get funding authority for each phase, and right now YVCOG has allocated monies out to approximately 2022.

Council Member Williams asked for confirmation that they have already started on the project.

Public Works Director Henne replied that they are working on the design phase at this time.

Council Member Williams wondered about the right of way acquisitions for the project.

Public Works Director Henne noted that Council had already approved a five year contract with Yakima County for right of way acquisitions.

Council Member Williams asked when the construction phase would start.

Public Works Director Henne responded that, without another funding source, it won't start until 2022.

Council Member Williams inquired about the availability of State funds for the project.

Public Works Director Henne remarked that there's a possibility that the City might be able to obtain funding through the TIB, but they would need to break the project down into phases.

Council Member Williams felt that it set back the southern end of the downtown area by not getting this project done until 2022.

Public Works Director Henne agreed.

City Administrator Kelly wondered if they are hoping for funding from the trust fund.

Public Works Director Henne responded in the negative, saying that the City applied for a low interest loan through the State Drinking Water Revolving Fund to put in water lines, and that pavement restoration was going to be utilized for construction. He noted that the project has to be built within 4 years, and that if the other money doesn't come through the City will still have to complete that project or lose the matching funds.

Council Member Tierney asked whether Southern or Valleyview had the highest traffic volume.

Public Works Director Henne said he wasn't sure which one had the higher volume.

Council Member Tierney felt that, assuming Southern has a higher traffic count, and knowing the hazards at Southern and 1st, it should take priority over Valleyview.

Public Works Director Henne commented that he will have to take a look at it.

Council Member Williams stated that she trusts his judgment when setting priorities on what needs to be done, adding that he has pulled a rabbit out of his hat before for funding and grants.

Council Member Tierney moved, and Council Members Williams & Overby seconded, to approve the Resolution adopting the Six Year Transportation Improvement Program for Secondary and Collector Arterial Streets within the City of Selah for the years 2015 to 2020. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

2. Resolution authorizing the Mayor to sign an agreement for the purchase of Remington 870 Tactical shotguns for its fully commissioned police officers

Police Chief Hayes addressed M – 2. He said that in the past a law enforcement officer was issued a shotgun and a handgun, but over time they switched to rifles and the shotgun went into the closet. He noted that things have changed since Columbine, and in this day and age all three weapons are needed. He commented that the shotgun is a valuable tool due to the variety of rounds that can be shot through it. He went on to say that officers have asked to carry their own shotguns, but he would prefer to select the make and model to allow for a more cost-effective use and streamlined training. He remarked that the officers are willing to purchase their own guns if the City will purchase them outright and authorize a payroll deduction payment plan over the course of a year.

Council Member Overby wondered why they would ask the officers to pay back the expense at all if this is standard equipment.

Police Chief Hayes remarked that he had the same discussion with Council Member Tierney earlier that day, adding that he didn't budget for it, and that, while he is not opposed to that, they think an officer will be more familiar with a gun that's his own rather than one issued to him. He noted that rifles owned by the City must be secured in a locker if the officer takes it home.

Council Member Tierney felt that the shotgun is a tool that the City should provide, and they shouldn't require the officers to pay for them. He added that Public Works Director Henne provides the tools for his crew, and that Council can find \$6,300 somewhere in the budget to purchase the equipment.

Police Chief Hayes commented that the purchase program can only be done for fully commissioned officers, and that if the City was willing to purchase the shotguns he would ask for additional funds to arm the reserve officers and have two back-ups at the station.

Council Member Tierney said that, if the Police Department needs these tools, that the City should step up to the plate and buy what is needed.

City Administrator Kelly asked if the Glocks carried by the officers are City-owned.

Police Chief Hayes replied that they are City-owned, although the officers have the option to carry their own if they opt to.

City Administrator Kelly wondered how many officers carried their own as opposed to a City-owned one.

Police Chief Hayes responded that all officers currently carry a City-issued Glock. He went on to say that the rifles are a different story; probably 60% or greater carry their own AR rather than one owned by the City.

Council Member Finch requested clarification on the amounts, noting that there are conflicting numbers listed on the AIS.

Police Chief Hayes responded that, when they went out for bid, they got the 1st price from one vendor, and then received a lower quote from another vendor.

Council Member Finch asked about the rules imposed on officers regarding personal use of City-owned Glocks.

Police Chief Hayes replied that they are required to be locked and secured by SOP.

Mayor Gawlik wondered about an officer opting to carry one as an off duty weapon.

Police Chief Hayes responded that it is allowed but they have to qualify to do so; there are 2 different , one for on duty use and one for off duty use.

Council Member Finch inquired if a City-owned weapon can be used for personal use.

Police Chief Hayes replied that, if an officer is off duty and takes action, they become a cop again, even if it's done in self-defense. He added that they allow the officers to do their own training, but they also do a lot of departmental training throughout the year.

City Administrator Kelly commented that, if an officer has a City-owned shotgun, they can't use it for duck season.

Police Chief Hayes agreed.

Council Member Finch didn't see the point of having officers purchase their own shotguns and pay interest on the loan. She said that it seems like a responsibility similar to other City-issued equipment.

Police Chief Hayes responded that Council can rewrite the request any way they want to.

City Administrator Kelly asked about the 6% interest, saying that he thought the City had to charge a rate that was similar to the market rate we receive. He wondered where the 6% came from.

Police Chief Hayes replied that they stole it from another city's example.

City Administrator Kelly commented that the rate should be ½ percent.

Clerk/Treasurer Novobielski wondered why the City had to charge it at all.

City Administrator Kelly responded that it is because of the Auditor; the City can't just give funds to them.

Mayor Gawlik asked if the officers would prefer that town them outright or have the City purchase them.

Police Chief Hayes remarked that they simply want to carry shotguns, and this was one way to do it.

Council Member Tierney suggested that Police Chief Hayes bring back a proposal to staff the entire department, and that the City purchases the necessary equipment.

City Administrator Kelly commented that it could be rewritten, but suggested that the amount could also be taken from the General Fund balance.

Council Member Tierney moved, and Council Members Finch & Williams seconded, to approve the expenditure of up to \$12,000 from the General Fund for the purchase of Remington 870 Tactical shotguns for the entire Police Department. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

N. Ordinances

1. Ordinance amending the 2014 Budget for the Purchase of 110 and 112 West Park Avenue

Clerk/Treasurer Novobielski addressed N – 1. He noted that the Mayor was authorized to sign a Real Estate Purchase & Sale Agreement with Mr. Owens at the last Council Meeting for the acquisition of two properties, and that the seller has accepted the agreement. He stated that he was directed to draft a budget adjustment to put the purchase into 2014 budget; the funding source is the Transit Fund, as this will make it possible to do Park 'n Ride improvements on the Civic Center property.

Council Member Overby moved, and Council Member Tierney seconded, to approve Ordinance amending the 2014 Budget for the Purchase of 110 and 112 West Park Avenue. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

O. Communications

1. Oral

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

P. Reports/Announcements

1. Mayor

Mayor Gawlik read aloud a letter from Tierney & Associates in praise of Sergeant Guillermo (Bill) Rodriguez.

Council Member Tierney noted that Sergeant Rodriguez also had him assist in setting up the course.

2. Council Members

Council Member Finch had no report.

Council Member Overby had no report.

Council Member Sample said that Council Member Williams and himself attended the last SPRSA meeting, which involved gathering all interested parties in the pursuit of a new pool facility.

Recreation Manager Brown noted that the June 16th meeting will include representatives from the Selah School District, the Selah Parks & Recreation Board, the Selah Park Foundation, the SPRSA, the Selah Dolphins, the Yakima Valley School, and the City.

Council Member Tierney had no report, but thanked Senator Honeyford for attending the meeting.

Council Member Smeback had no report.

Council Member Williams said that she attended the recent YVCOG meeting in Sunnyside, which featured a speaker talking about housing opportunities. She believes that the program is sponsored by Yakima County; the gal who spoke is trying to get all of the local communities involved and on board with this. She went on to say that the program has a loan/grant opportunity for low-income individuals who need repair of owner-occupied homes, and suggested that she speak about the matter at a future Council Meeting. She remarked that there is a lot of need in Selah, and this program might be able to help out a little bit.

3. Departmental

Public Works Director Henne had no report.

Community Planner Davison said that the Planning Commission held a Public Hearing on the marijuana issue, and listed the various ways the news was disseminated to the public. He noted that there were approximately thirty people at the hearing; the Planning Commissioners discussed the matter and moved to have City Attorney Noe prepare an Ordinance to prohibit the sale, growing, marketing, storage, etc. of cannabis and cannabis products within City limits of Selah. He commented that City Attorney Noe has prepared a draft Ordinance and they will commence an environmental study review tomorrow morning on the matter. He stated that the Planning Commission will hold a hearing on June 17th to discuss the proposed Ordinance, which should go before the City Council at the June 24th meeting. He added that it will be up to the Council whether they choose to have their own Public Hearing on the matter; they can always reject the Planning Commission's recommendation. He went on to say that they are receiving a lot of building permits and touched briefly on some of the projects currently underway.

Clerk/Treasurer Novobielski said that he has two items for Council. He commented that the City received \$37,000 more in sales tax receipts for May than were received for May 2013, due mainly to the construction projects. He stated that he contacted Banner Bank about the City's first half loan payment due for the Marudo property loan and made them aware of the City's intention to add an additional \$50,000 to the principal payment. He hoped to do something similar for next payment in June 2015.

Recreation Manager Brown said that the sponsorship checks are coming in for the City's events; he has received money from Howard's Medical and Les Schwab, and will receive funds from Pingrey next month. He noted that there will be a State softball tournament this weekend at Carlon Park.

Fire Chief Hanna said that they are business as usual for this time of year. He noted that the area is very dry already, with conditions one normally doesn't see until August.

Police Chief Hayes said that Community Days event was the smoothest he'd seen in over 20 years. He remarked that SECTOR is up and running now, and that it will allow the Selah Police Department to be almost 100% paperless aside from printing out tickets. He thanked Council for their approval of the shotgun purchase. He noted that the Chief for a Day program has raised close to \$3000 so far, and that they haven't done anything major aside from the golf tournament.

City Administrator Kelly had no report.

Council took a five minute recess.

4. Boards

a. Planning Commission Minutes – May 6, 2014

Q. Executive Session

1. 5 Minute Session – Minute Session – Contract Negotiations RCW 42.30.140

Council went into Executive Session at 7:47pm. At 7:52pm, Council went back on the record. Mayor Gawlik stated that no action was taken during the Executive Session.

Council Member Williams moved, and Council Member Smeback seconded, to Approve the Memorandum of Understanding between Teamsters Union Local 760 and the City of Selah to be signed by the Mayor regarding the Teamsters pension fund and seasonal employees employed by the City on a temporary basis. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Finch – yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote, approval was unanimous.

R. Adjournment

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

The meeting adjourned at 7:54pm.

John Gawlik, Mayor

Paul Overby, Council Member

John Tierney, Council Member

Dave Smeback, Council Member

EXCUSED
Allen Schmid, Council Member

Brooke Finch, Council Member

Roy Sample, Council Member

Jane Williams, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014

I - 2

Title: Claims & Payroll

Thru: David Kelly, City Administrator

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: See Check Registers

Funding Source: Various. See Check Registers.

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Background / Findings & Facts:

See Check Registers.

Recommended Motion:

Motion to Approve the Consent Agenda as read. (This item is part of the Consent Agenda)



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING INFORMATIONAL ITEM

6/10/2014 J – 1

Title: Public Hearing for the Remodel of the Selah Civic Center

Thru: David Kelly, City Administrator

From: Charles Brown, Recreation Manager

Action Requested: Public Hearing / Public Meeting

Board/Commission Recommendation: Not applicable

Fiscal Impact: NA

Funding Source: NA

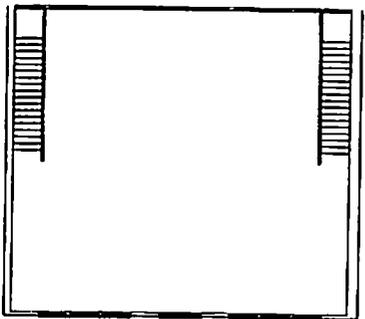
Staff Recommendation:

I recommend that we hold a public hearing to obtain public input for the new facility.

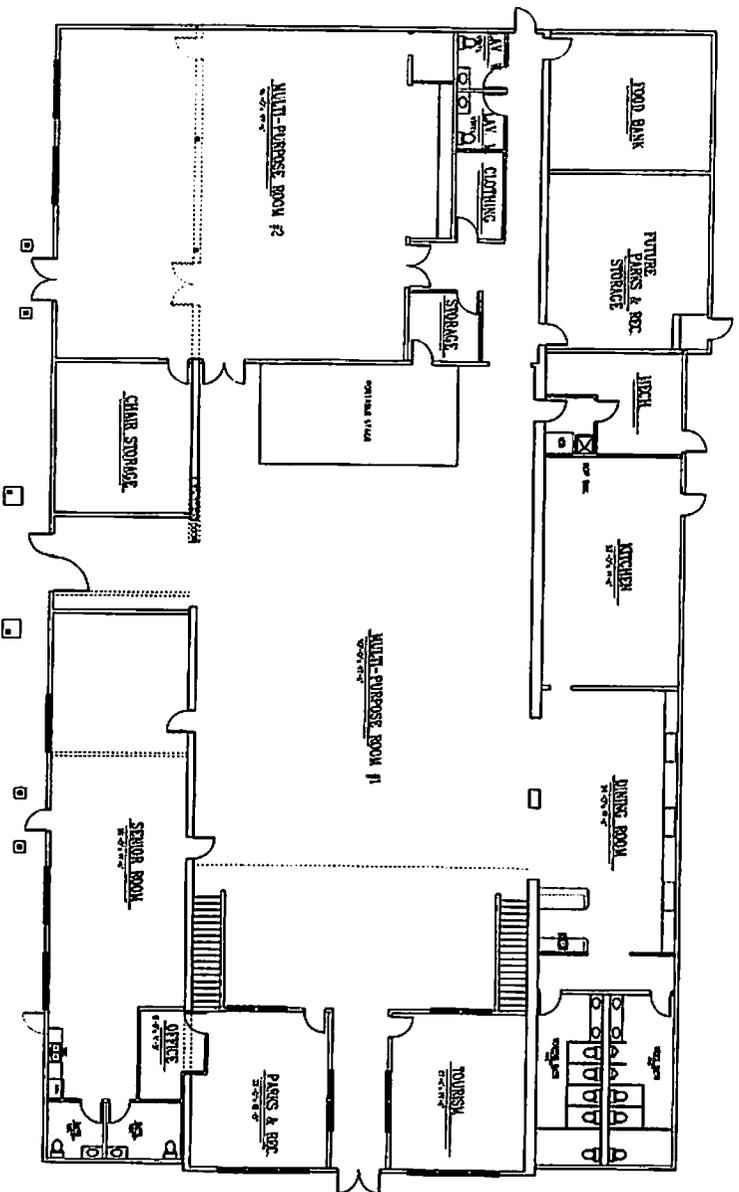
Background / Findings & Facts:

The Selah Civic Center has had a very long life and had several additions to the original structure. We are looking to update the current facility and bring everything up to today's building standards and to meet codes. We are looking to consolidate the number of janitor/storage closets into one single location, expand the parking lot, create a grand entrance on the south side of the building and add additional meeting space to the inside of the facility.

This drawing is a starting point for the community to consider going forward. There will be many opportunities to give input into this project.



SECOND FLOOR PLAN



MAIN FLOOR PLAN

DATE	5/19/11	PLAN	SP-14084
REVISION		SHEET	RUBBER
SPRINKLER	C		

TRADITIONAL DESIGNS INC.
 (COMMERCIAL AND RESIDENTIAL DESIGN)
 410 W. CHESTNUT AVE. - YAKIMA WA
 PHONE: (509) 452 - 7604

CUSTOM DESIGN FOR:
TORKELSON CONSTRUCTION
 (509) 607-3305

Sq Ft
 1438 = MAIN FLOOR
 1999 = SECOND FLOOR

ROOMS, TRIM, AND FINISHES ARE NOT TO BE CONSIDERED. THIS IS A CONCEPTUAL DESIGN REPRESENTATION. IT IS NOT TO BE USED FOR PERMITS OR CONTRACTS. ALL DIMENSIONS SHALL BE VERIFIED BY THE OWNER. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN.



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014 K – 1

Title: Moss Subdivision Variance

Thru: David Kelly, City Administrator

From: Dennis Davison, Community Planner

Action Requested: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: None

Funding Source: None

Staff Recommendation:

Applicant Moss requests a subdivision variance (from S.M.C. requirement 10.50.041(e)(3) that each lot must front on a public street) to create a single lot with access via an access easement.

Background / Findings & Facts:

At the conclusion of the public hearing the Planning Commission recommends **APPROVAL** of the subdivision variance providing for a twenty (20) foot wide access easement to serve Lot 2 that would not have abutting public street frontage. The variance does not appear to be contrary to the public interest or the comprehensive plan.

Recommended Motion:

I move we adopt the Planning Commission recommendation of subdivision variance approval and adopt their findings as our own.



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:

Action Taken:

5/21/2014

Recommendation of subdivision variance approval

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CITY OF SELAH PLANNING COMMISSION

STAFF REPORT—MAY 9, 2014

HEARING DATE—MAY 21, 2014

FILE NO: 915.79.14-01 Subdivision Variance

PROPONENT: MOSS, GERALD

LOCATION: 703 South Third Street—The site is located approximately one hundred fifty (150) feet South of Pleasant Avenue (Parcel Number: 181302-14469).

REQUEST: (1) Approval of a subdivision variance authorizing access to a lot via an access easement with no street frontage.

SHORT PLAT VARIANCE APPLICATION AUTHORITY: Selah Municipal Code, Chapter 10.30.030 provides that the Planning Commission may authorize a variance from the terms of the Municipal Code (10.50.041(e)(3) [each lot must front on a public street] as will not be contrary to the public interest and the comprehensive plan. A variance shall not be granted unless the Commission makes findings that the applicant has expressly demonstrated the following: **(NOTE:** The Commission's variance recommendation is forwarded to the City Council for final disposition. Selah Municipal Code, Chapter 10.50.016 provides that the Planning Commission shall review the proposed short plat for compliance with the subdivision ordinance, consider public input and recommend approval, approval with conditions or denial. The Commission shall forward its short plat recommendation to the City Administrator for final disposition.

LAND USE AND ZONING: The existing parcel contains a single family residence and is zoned Two-Family Residential (R-2).

SURROUNDING LAND USE:

NORTH: Single family residences
SOUTH: Single family residences
EAST: Commercial
WEST: Single family residences

SURROUNDING ZONING: Properties to the North, South, and West are zoned Two-Family Residential (R-2). Properties to the East are zoned General Business (B-2).

CITY OF SELAH URBAN GROWTH AREA COMPREHENSIVE PLAN: The 'future land use map' contained in the 2005 City of Selah Urban Growth Area Comprehensive Plan designates the site and properties to the North, South, and West as "Moderate Density Residential" providing for a maximum density of twelve (12) dwelling units per acre.

ENVIRONMENTAL REVIEW: The City of Selah, as the lead agency for this proposal under the State Environmental Policy Act (SEPA) determined that this proposal is categorically exempt from SEPA per WAC 197-11-800(6)(a).

UTILITIES: Basic public utilities are available to serve the site.
Eight (8") inch sewer line in South 3rd Street adjacent to the proposed short plat.
Six (6") inch water lines in So. 3rd Street adjacent to the proposed short plat.

TRANSPORTATION: The abutting street, South Third Street, has two travel lanes, 40' of right-of-way width but no street illumination, curb or gutter or sidewalks.

OTHER FINDINGS:

(1) The lot containing the existing residence will front a public street. The second lot is proposed to be served by a twenty (20) foot wide access easement. Both lots will be connected to public utilities.

(2) Division of the property into two lots would contribute no additional traffic onto adjacent 3rd street. Approval and construction of the Class 2 Use (a tri-plex) could contribute an additional thirty (30) vehicle trips per day onto 3rd street

CONCLUSION: The site is designated for Moderate Density Residential development, the site is zoned Two-Family Residential (R-2), each lot would be served by municipal services and this site is an appropriate location for infill development.

VARIANCE APPLICATION AUTHORITY:

(a) That special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, do exist; and, *(the parcel is extremely deep and not wide enough (based on the location of the existing residence) to construct a public street to serve the proposed rear lot. Staff believes the significant lot depth and narrow width justifies a variance)*

(b) That because of such special circumstances, strict application of this title would deprive the subject property of rights and privileges enjoyed by other properties in the vicinity under identical zoning district classification; and, *(several similar variances for parcel depth have been approved in the South Selah Garden Tracts. Staff believes the circumstances are similar to previous variance approvals)*

(c) That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district

classification in which the property is situated; and, *(staff believes there will be no detrimental or injurious impacts on the vicinity or surrounding uses or properties)*

(d) That the special circumstances do not result from the actions of the applicant; and, *(staff concurs the location and ownership of the property did not result from the actions of the applicant)*

(e) That the variance is the minimum variance that will make possible the reasonable use of the land, building or structure; and,

(f) That the granting of a variance will be in harmony with the general purpose and intent of this title, the specific zoning district and the comprehensive plan; and, *(staff concurs)*

(g) That the administrative adjustment or administrative modification provisions of this chapter were either not applicable or were insufficient to provide the relief sought from the standards of this title. *(staff concurs)*

● The Commission may recommend approve or denial of a variance application and may impose conditions of approval.

● The Commission shall not grant a variance to allow a use not permissible under the terms of this title in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by the terms of this title. *(Use is a not an issue)*

● The Commission shall not grant a variance to allow a density exceeding the land use designation contained in the Selah Urban Growth Area Comprehensive Plan, Future Land Use Map. *(Density is not an issue)*

RECOMMENDATION:

REASONS FOR APPROVAL: Based on the previous findings the SUBDIVISION VARIANCE SHOULD BE APPROVED providing for a twenty (20') foot wide access easement to serve proposed Lot 2 that would not have abutting public street frontage. The variance does not appear to be contrary to the public interest or the comprehensive plan.

MOTION TO APPROVE THE SUBDIVISION VARIANCE BY PENDELTON SECONDED BY SMITH. VOTE: 4 to 0.

Members of the Commission present were **MILLER, PENDELTON, QUINNELL, and SMITH.**

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Search By: Parcel Number

Parcel #:

Enter a complete or partial PARCEL NUMBER. Parcel Numbers must be at least 8 characters. Click the Search button to continue.

MapScale: 1 inch = 100 ft.

Overlays: 2013 Photography FEMA Critical Areas Contours Utilities

MapSize: Large (1280x1024)

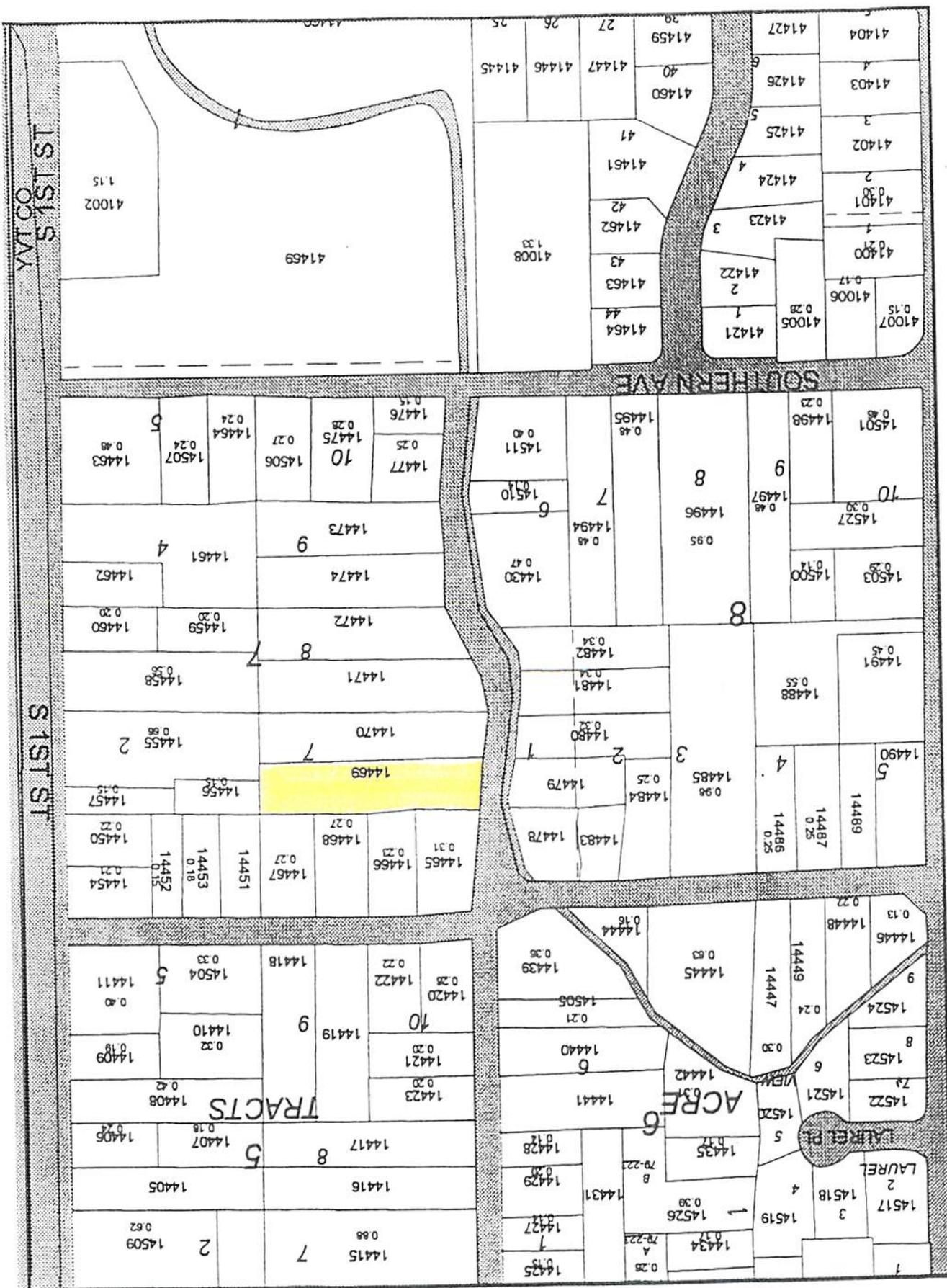
Maps brought to you by:

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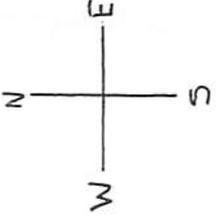
Easting(E) | Northing(N)
Longitude(E) | Latitude(N)

Click Map to:

One Inch = 100 Feet
Feet 50 100 150

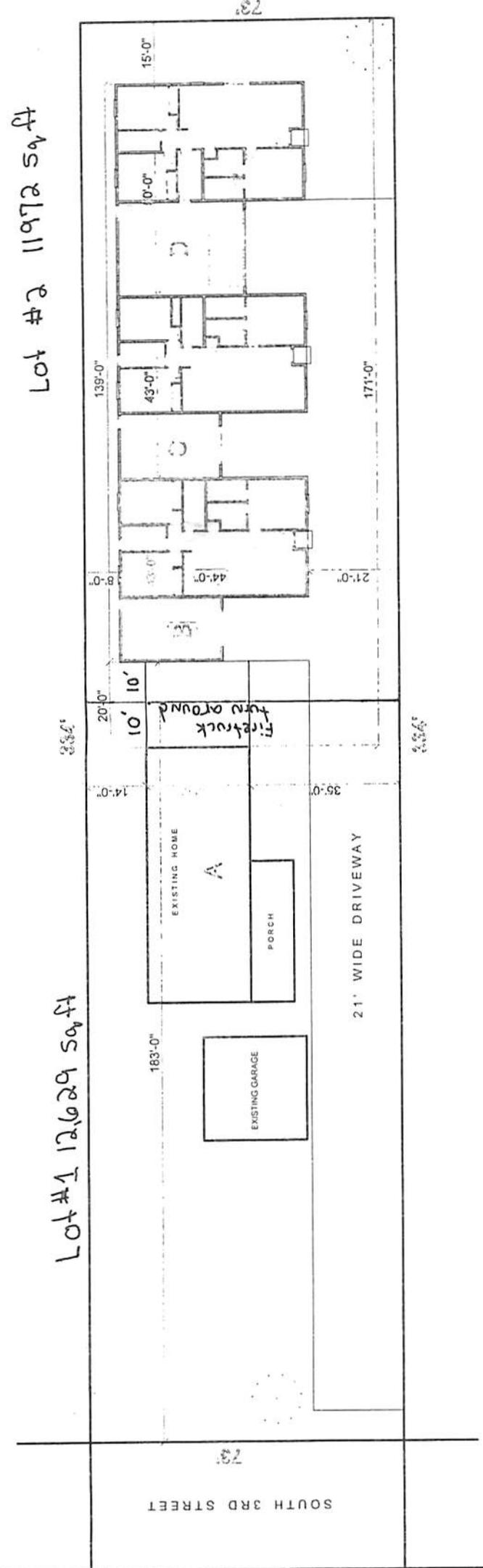


The sketch is for your aid in locating your land with reference to streets and other parcels. While it is believed to be correct, the Company assumes no liability for any loss occurring by reason of reliance thereon.



Lot #2 11972 sq ft

Lot #1 12,629 sq ft



	UNIT A	UNIT B	UNIT C
1440 SQFT TOTAL LIVING AREA	1220 SQFT TOTAL LIVING AREA	1220 SQFT TOTAL LIVING AREA	1220 SQFT MAIN LIVING
408 SQFT TOTAL PORCH AREA	12 SQFT TOTAL PORCH AREA	12 SQFT TOTAL PORCH AREA	12 SQFT PORCHES
504 SQFT GARAGE AREA	306 SQFT GARAGE AREA	306 SQFT GARAGE AREA	606 SQFT GARAGE

SITE PLAN

SCALE: 1" = 20'-0"

607 S. 3RD STREET SELEX, VA

Project # 181302 - 14169

1207



Exhibit 1

P.O. Box 292
Selah, Washington 98942
Phone: (509) 697-3305
Fax: (509) 697-3504
torkelson@fairpoint.net

Carl Torkelson
Cell: (509) 945-0133
Candi Torkelson
Cell: (509) 961-7656

Why Pay \$1000's More? Buy Builder Direct!

May 20, 2014

City of Selah
Planning Commission/City Council
113 West Naches Avenue
Selah, WA 98942

RE: Short Plats for 207 W. Goodlander Road

To Whom It May Concern:

This letter is in regards to the property located at 207 W. Goodlander Road. The two lots, parcel number 181425-33030 and 181425-33029, are each proposed for a four lot short plat. The owners of the property, Dan & Patty Bowers, are requesting a variance on access to the lots due to the hardship of the shape of the larger back lot (approximate 3 acres - parcel #181425-33029). This parcel of land only has 50' of street frontage for an elongated deep lot.

The Bowers, who are long time residents of Selah, have owned this property for many years. They would like to short plat this R2 property for ease of selling and bank financing. The density of this property will allow 12 units per acre.

Attached are several properties that have been subdivided recently. These properties have the exact same access frontage in which the Bowers are requesting. Since these properties were approved for subdividing, we feel a precedence has been set for the Bowers request.

Thank you for your time and consideration on this matter.

Sincerely,

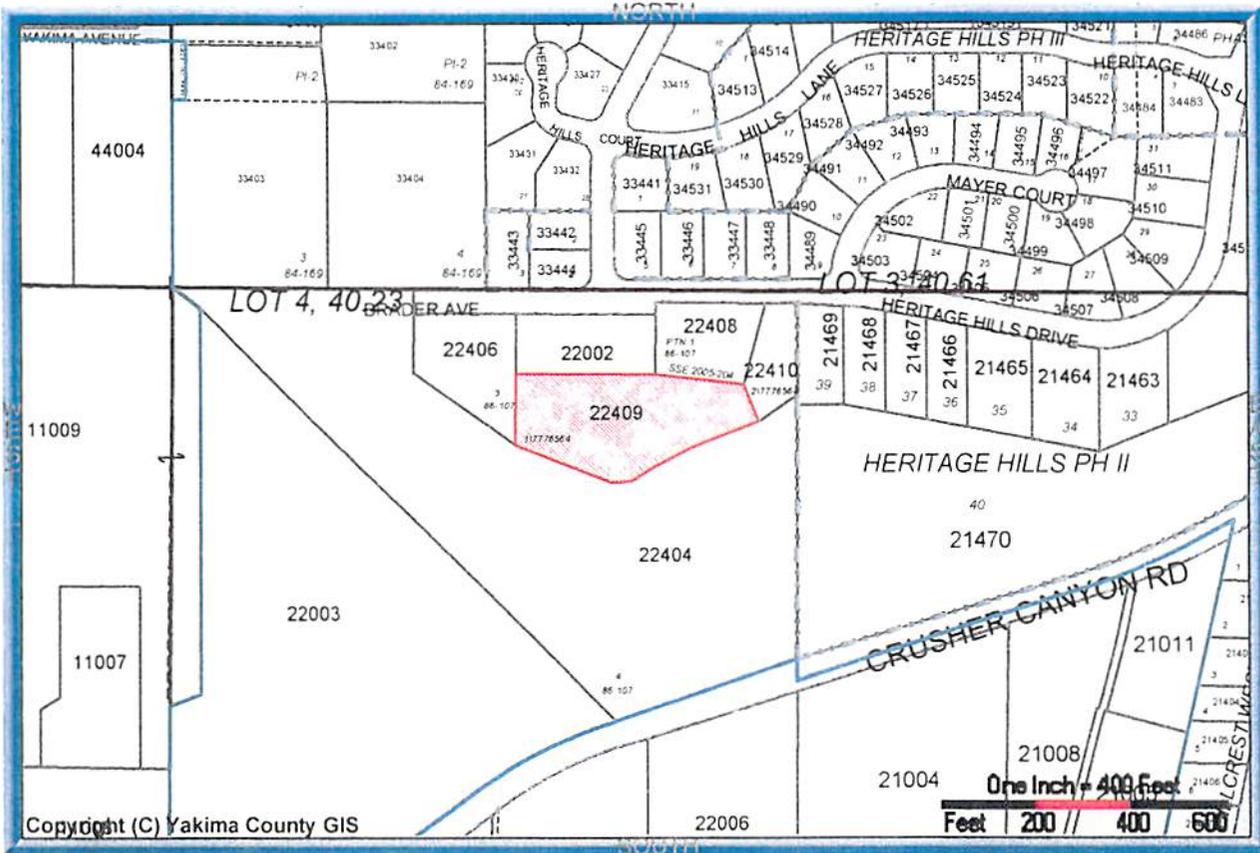
Carl L. Torkelson
President

Why Pay \$1000's More? Buy Builder Direct!

Builder reserves the right to change floor plan or elevations

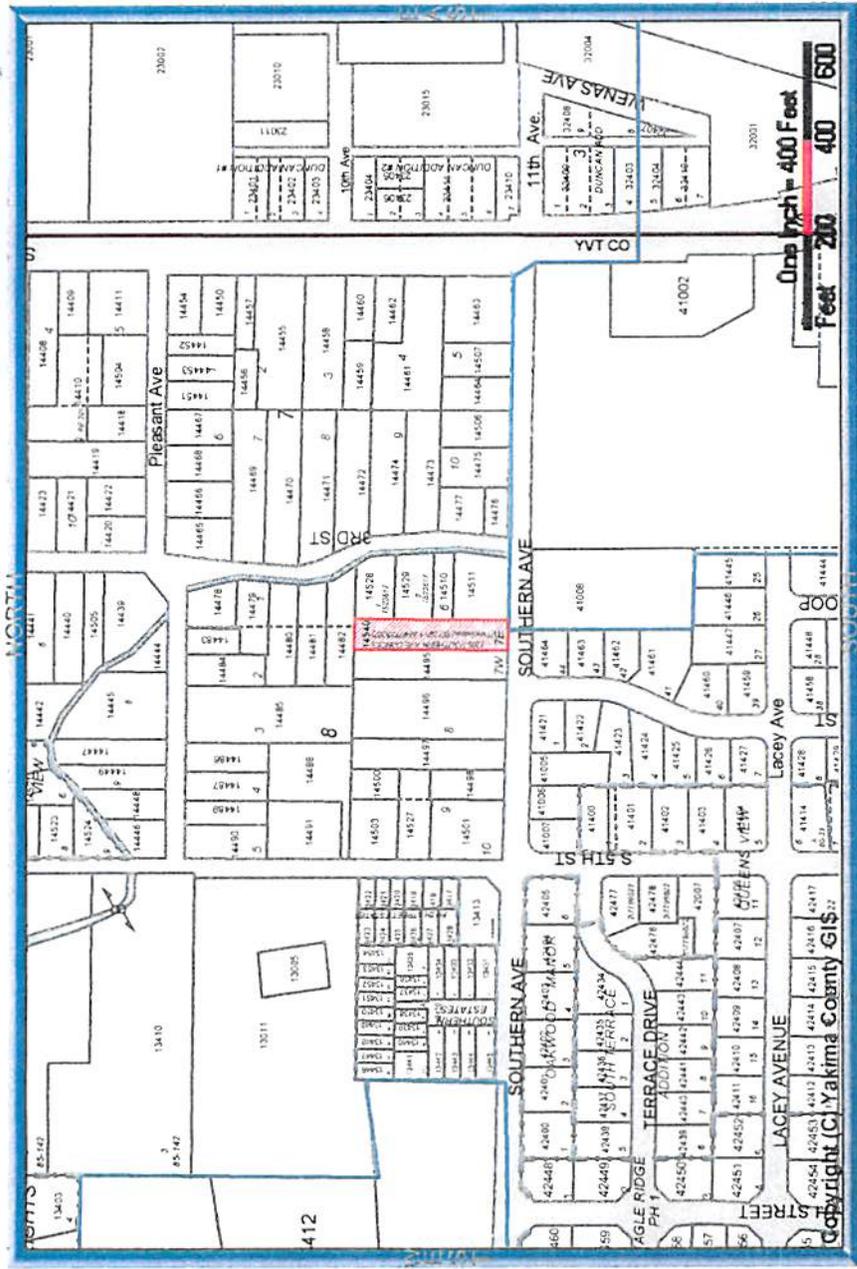
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PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: 1402 W BRADER, SELAH ,WA 98942	
	Parcel Owner(s): BILLY D & LAURA L HARRIS	
	Parcel Number: 18130222409	Parcel Size: 2 Acre(s)
	Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION		
Tax Code Area (TCA): 410		Tax Year: 2014
Improvement Value: \$481500		Land Value: \$62800
CurrentUse Value: \$0		CurrentUse Improvement: \$0
New Construction: \$103000		Total Assessed Value: \$544300
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: UGA (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION		
+ Latitude: 46° 38' 59.280"	+ Longitude: -120° 32' 51.892"	Range: 18 Township: 13 Section: 02
Narrative Description: Section 02 Township 13 Range 18 Quarter NW: SP 7776564 Lot 1		
DISCLAIMER		
MAP AND PARCEL DATA ARE BELIEVED TO BE ACCURATE, BUT ACCURACY IS NOT GUARANTEED; THIS IS NOT A LEGAL DOCUMENT AND SHOULD NOT BE SUBSTITUTED FOR A TITLE SEARCH, APPRAISAL, SURVEY, FLOODPLAIN OR ZONING VERIFICATION		

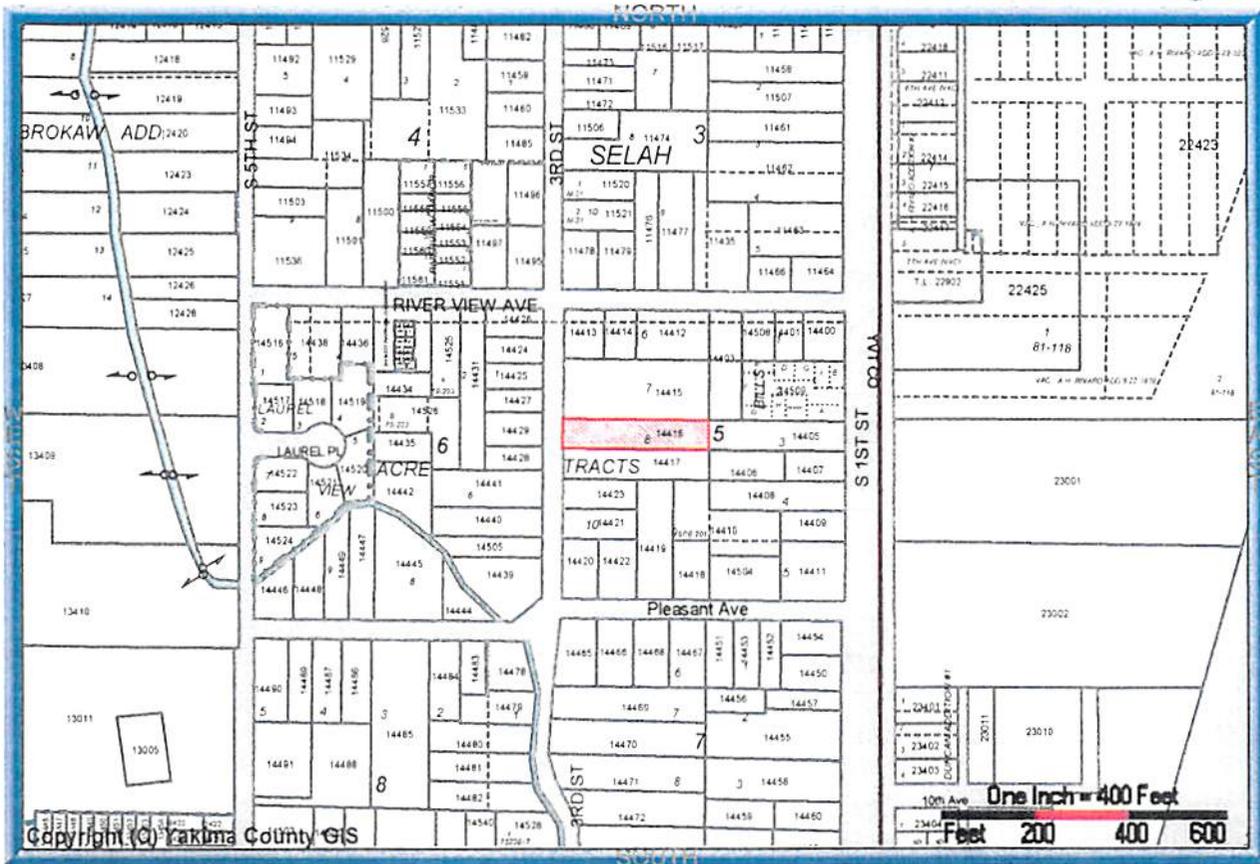
[Print Map] [Close Map]



PROPERTY PHOTO		PROPERTY INFORMATION	
		Parcel Address: 305 SOUTHERN AVE, SELAH, WA 98942	
		Parcel Owner(s): DANNY & YVONNE GARNER	
		Parcel Number: 18130214540	
		Property Use: 13 FivePlus Unit	
		TAX AND ASSESSMENT INFORMATION	
		Tax Code Area (TCA): 400	
		Tax Year: 2014	
		Improvement Value: \$315200	
		Land Value: \$37400	
		Current/Use Value: \$0	
		Current/Use Improvement: \$0	
		New Construction \$0	
		Total Assessed Value: \$352600	
OVERLAY INFORMATION			
Zoning:		Jurisdiction: Selah	
Urban Growth Area: Selah		Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)		FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION			
+ Latitude: 46° 38' 36.967"		+ Longitude: -120° 32' 01.578"	
Range: 18		Township: 13	
Section: 02			
Narrative Description: Section 02 Township 13 Range 18 Quarter NE: SELAH ACRE TRACTS: E1/2 OF LOT 7, BLK 8 (FORMERLY KNOWN AS '305 SOUTHERN AVE CONDO' TERMINATED 07/29/2011 BY AF# 7735087)			
DISCLAIMER			
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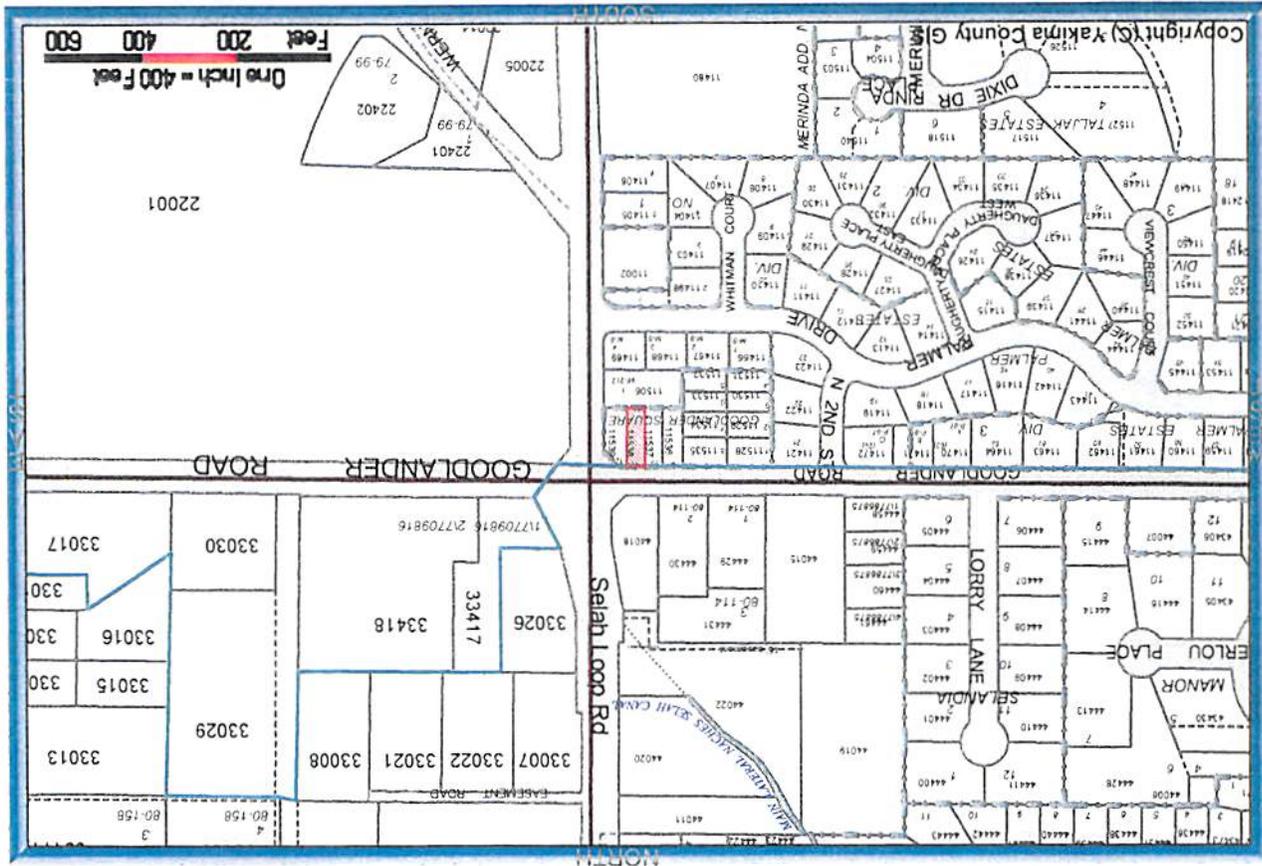
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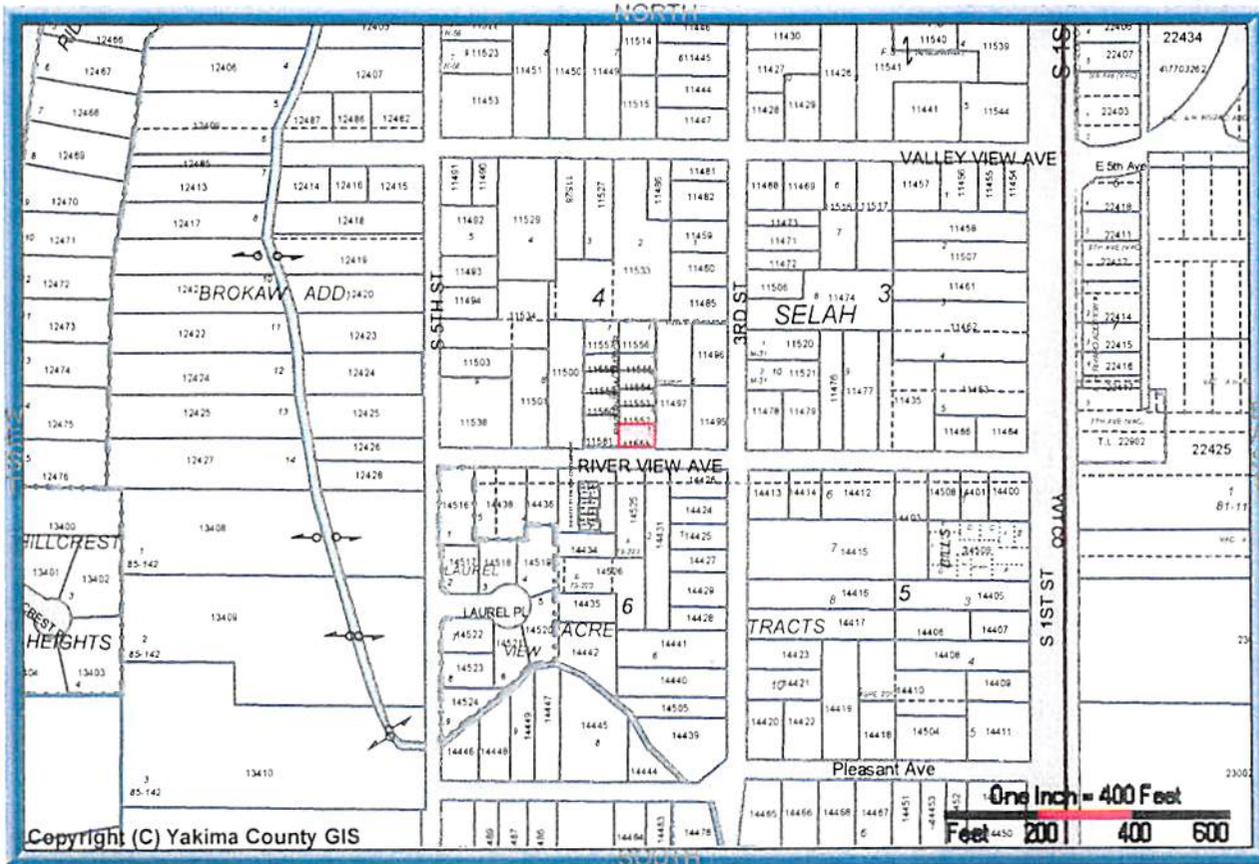
PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: 509 S 3RD ST, SELAH ,WA 98942	
	Parcel Owner(s): RICHARD & DARLA GOODALL	
	Parcel Number: 18130214416	Parcel Size: 0.44 Acre(s)
	Property Use: 12 TwotoFour Unit	
TAX AND ASSESSMENT INFORMATION		
Tax Code Area (TCA): 400		Tax Year: 2014
Improvement Value: \$258300		Land Value: \$37100
CurrentUse Value: \$0		CurrentUse Improvement: \$0
New Construction \$98100		Total Assessed Value: \$295400
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION		
+ Latitude: 46° 38' 46.223"	+ Longitude: -120° 31' 56.808"	Range: 18 Township: 13 Section: 02
Narrative Description: Section 02 Township 13 Range 18 Quarter NE: Plat SOUTH SELAH ACRE TRACTS (I2): Block 5 N1/2 LOT 8		
DISCLAIMER		
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PROPERTY PHOTO		PROPERTY INFORMATION	
		Parcel Address: 106 GOODLANDER RD, SELAH, WA 98942	
Parcel Owner(s): ROY A SAMPLE		Parcel Number: 18143511538	
Property Use: 11 Single Unit		Parcel Size: 4676 Square Feet	
TAX AND ASSESSMENT INFORMATION			
Tax Code Area (TCA): 410		Tax Year: 2014	
Improvement Value: \$93600		Land Value: \$50650	
Current Use Value: \$0		Current Use Improvement: \$0	
New Construction: \$0		Total Assessed Value: \$144250	
OVERLAY INFORMATION			
Zoning: Selah		Future Land Use Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)		FIRM Panel Number: 53077C0717D	
LOCATION INFORMATION			
+ Latitude: 46° 39' 53.604"		+ Longitude: -120° 31' 51.023"	
Range: 18 Township: 14 Section: 35		Narrative Description: Section 35 Township 14 Range 18 Quarter NE GOODLANDER SQUARE LOT 11 PLAT 7242072	
DISCLAIMER			
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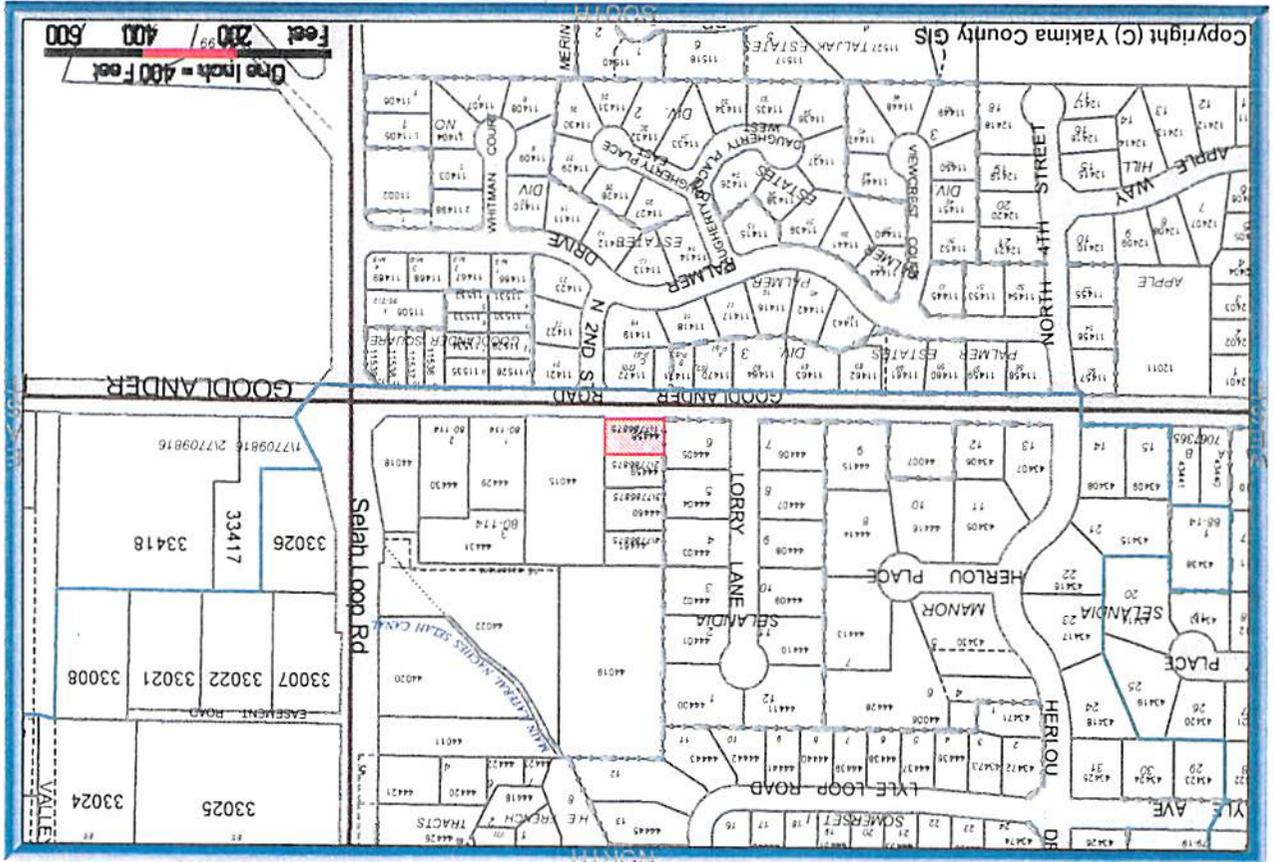
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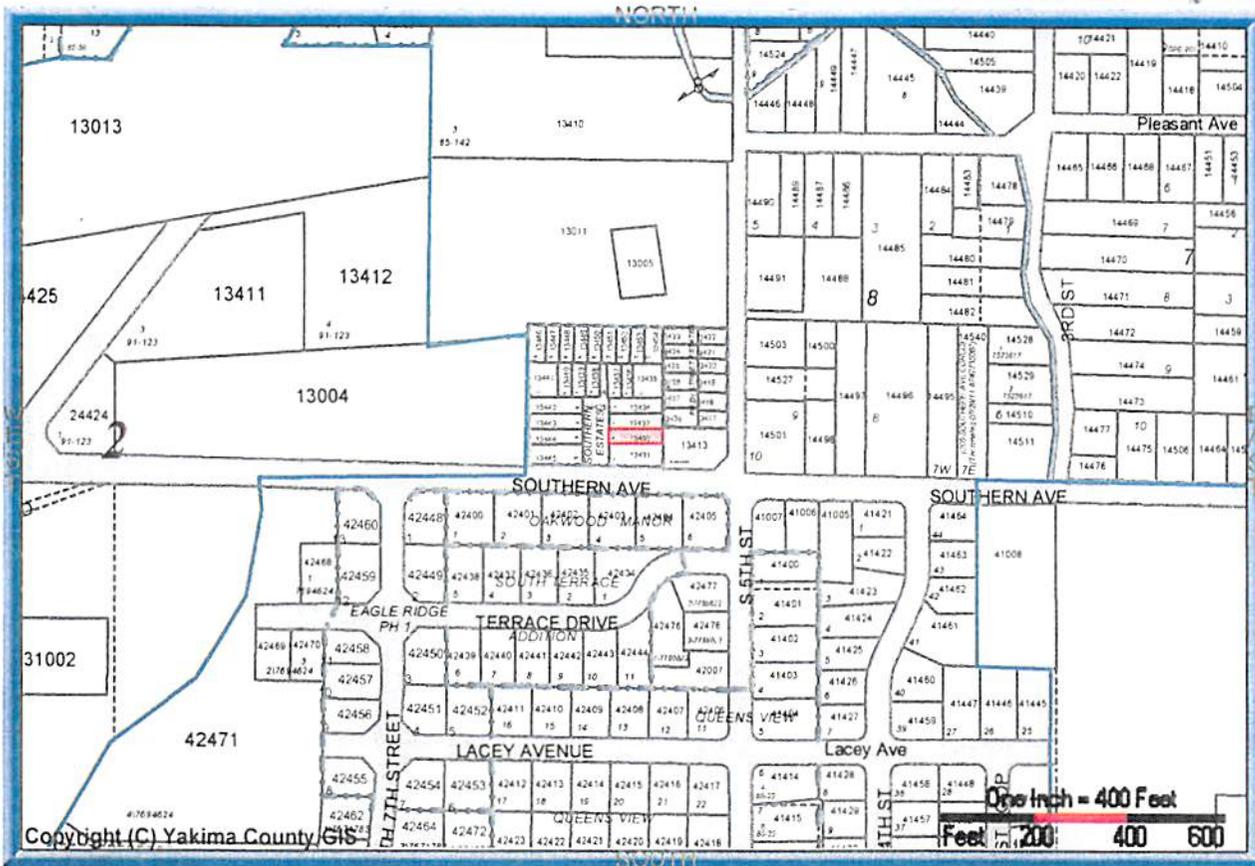
PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: UNASSIGNED, ,WA	
	Parcel Owner(s): CARL & CANDI R TORKELOSON	
	Parcel Number: 18130211551	Parcel Size: 3773 Square Feet
	Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION		
Tax Code Area (TCA): 400		Tax Year: 2014
Improvement Value: \$121500		Land Value: \$39500
Current Use Value: \$0		Current Use Improvement: \$0
New Construction: \$0		Total Assessed Value: \$161000
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION		
+ Latitude: 46° 38' 49.498"	+ Longitude: -120° 32' 02.383"	Range: 18 Township: 13 Section: 02
Narrative Description: Section 02 Township 13 Range 18 Quarter NE: Plat RIVERVIEW MANOR (AF 7780966): Lot 1		
DISCLAIMER		
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PROPERTY INFORMATION	
Parcel Address: 201 W GOODLANDER RD, SELAH, WA 98942	
Parcel Owner(s): CARL L & CANDI R TORKELSON	
Parcel Number: 1814264458	Parcel Size: 0.21 Acres(s)
Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION	
Tax Code Area (TCA): 403	Tax Year: 2014
Improvement Value: \$191100	Land Value: \$48900
Current Use Value: \$0	Current Use Improvement: \$0
New Construction: \$191100	Total Assessed Value: \$240000
OVERLAY INFORMATION	
Zoning: R-1	Jurisdiction: County
Urban Growth Area: Selah	Future Landuse Designation: UGA (Yakima County Plan 2015)
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0716D
LOCATION INFORMATION	
+ Latitude: 46° 39' 55.199"	+ Longitude: -120° 31' 58.273"
Narrative Description: Section 26 Township 14 Range 18 Quarter SE: SP 7786875 Lot 1	
DISCLAIMER	
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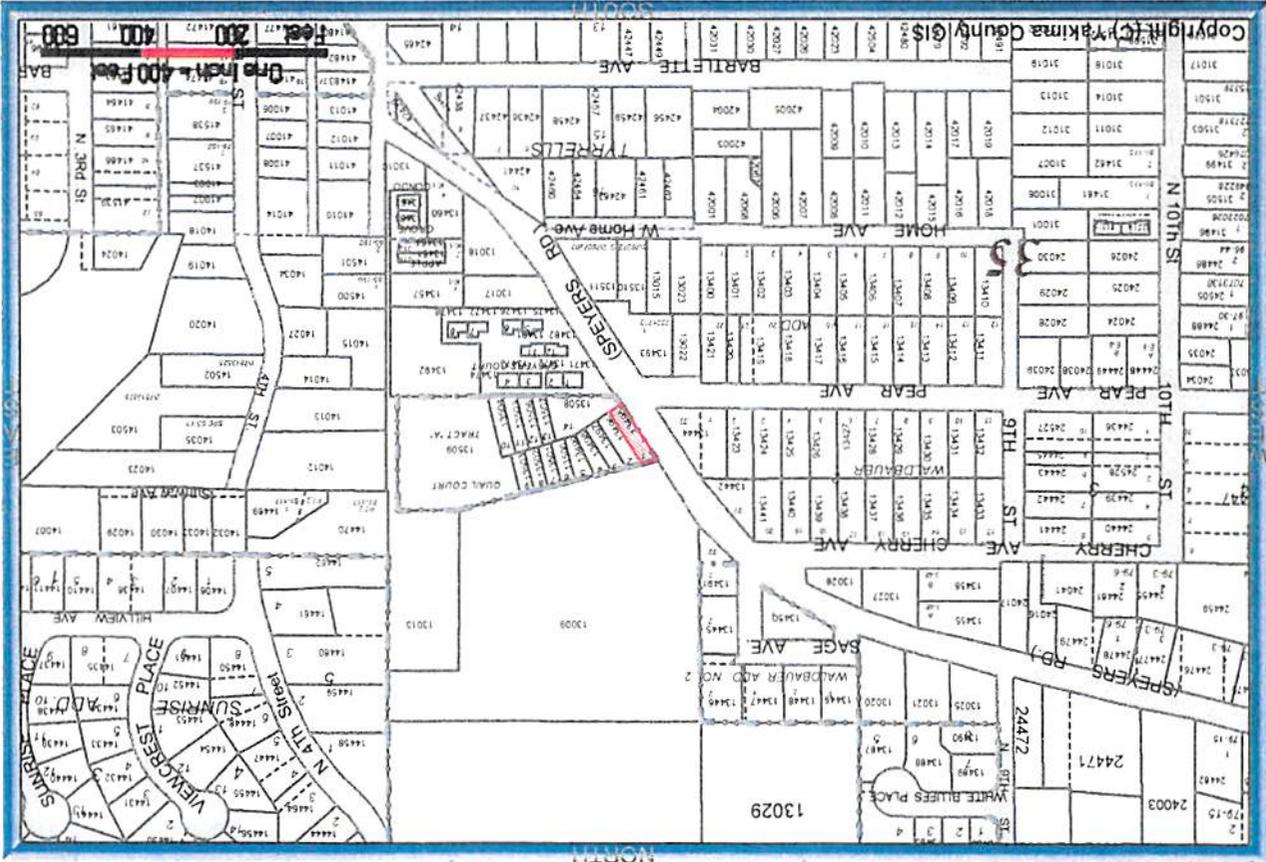
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PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: UNASSIGNED, WA	
	Parcel Owner(s): CARL L OR CANDI R TORKELOSON	
	Parcel Number: 18130213432	Parcel Size: 3680 Square Feet
	Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION		
Tax Code Area (TCA): 400		Tax Year: 2014
Improvement Value: \$130700		Land Value: \$43900
Current Use Value: \$0		Current Use Improvement: \$0
New Construction: \$0		Total Assessed Value: \$174600
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION		
+ Latitude: 46° 38' 36.247"	+ Longitude: -120° 32' 11.832"	Range: 18 Township: 13 Section: 02
Narrative Description: Section 02 Township 13 Range 18 Quarter NE: Plat SOUTHERN ESTATES (AF 7719679): Lot 2		
DISCLAIMER		
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PROPERTY PHOTO	
	
PROPERTY INFORMATION	
Parcel Address: 699 QUAIL CT, SELAH, WA 98942	Parcel Owner(s): CARL TORKELSON
Parcel Number: 18143513495	Parcel Size: 4159 Square Feet
Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION	
Tax Code Area (TCA): 400	Tax Year: 2014
Improvement Value: \$91200	Land Value: \$45800
Current Use Value: \$0	Current Use Improvement: \$0
New Construction: \$0	Total Assessed Value: \$137000
OVERLAY INFORMATION	
Zoning: Selah	
Urban Growth Area: Selah	
FEMA: Not in floodplain (X)	
FIRM Panel Number: 53077C0716D	
LOCATION INFORMATION	
+ Latitude: 46° 39' 32.244"	
+ Longitude: -120° 32' 16.055"	
Narrative Description: Section 35 Township 14 Range 18 Plat QUAIL COURT LOT 1 AF# 7378647	
DISCLAIMER	
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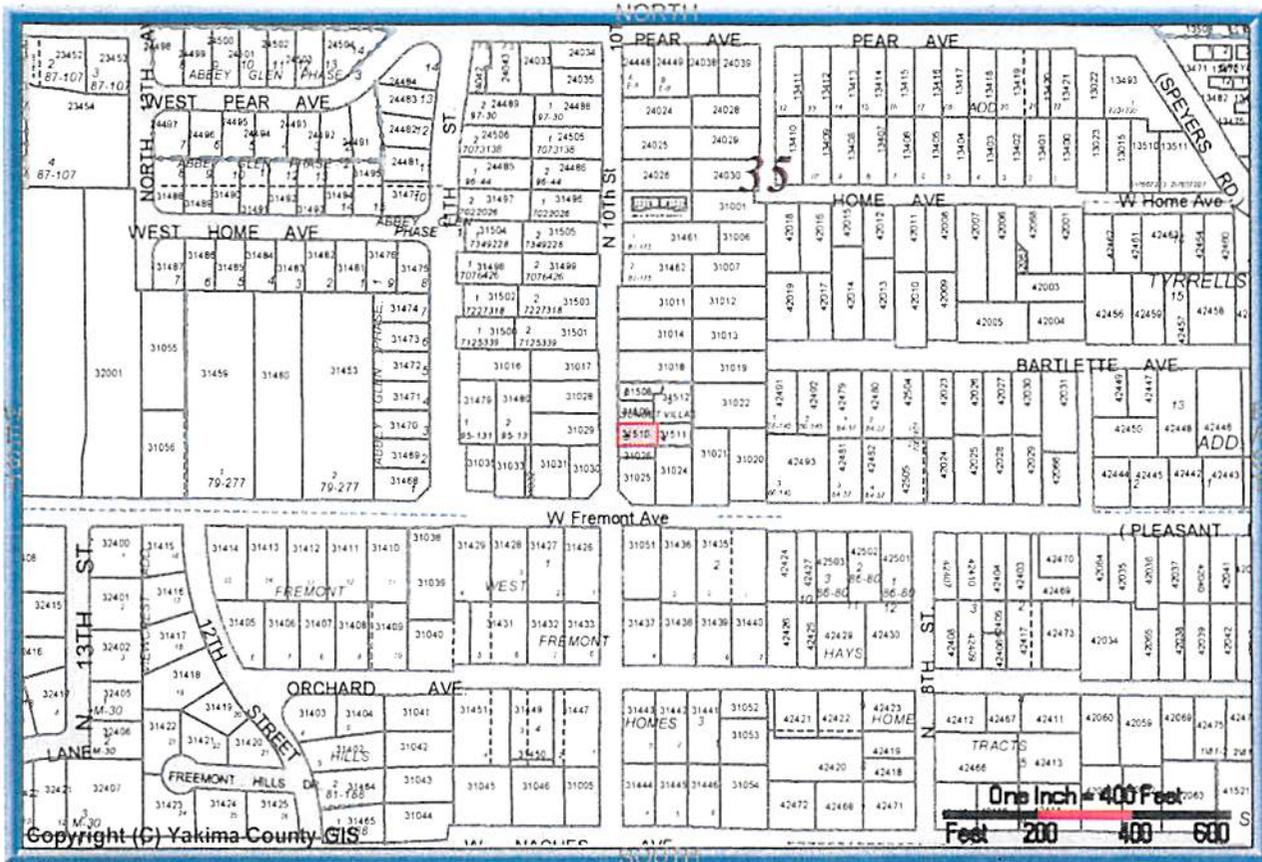


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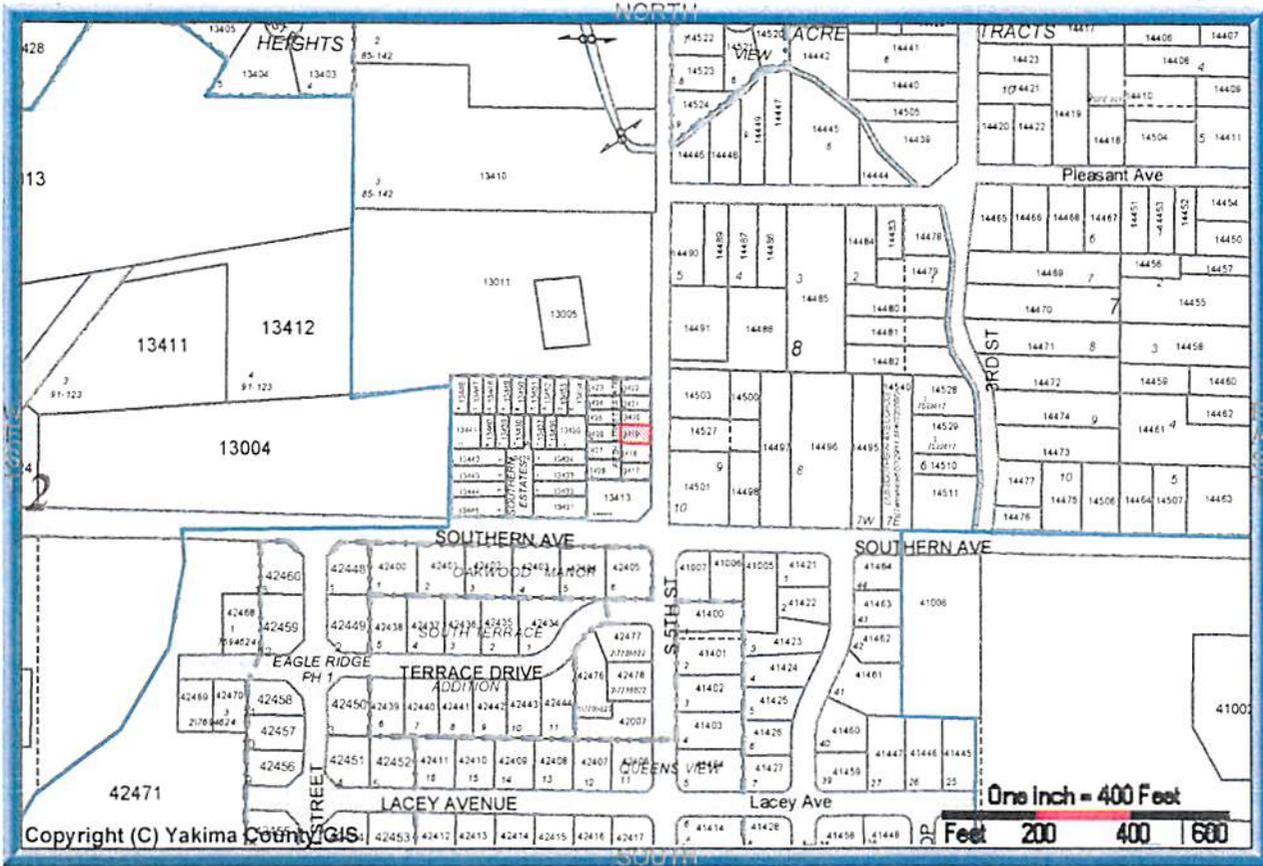
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PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: 207B N 10TH ST, SELAH, WA 98942	
	Parcel Owner(s): CARL L & CANDI R TORLEKSON	
	Parcel Number: 18143531510	Parcel Size: 4043 Square Feet
	Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION		
Tax Code Area (TCA): 400		Tax Year: 2014
Improvement Value: \$130900		Land Value: \$45600
Current Use Value: \$0		Current Use Improvement: \$0
New Construction: \$0		Total Assessed Value: \$176500
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0716D	
LOCATION INFORMATION		
+ Latitude: 46° 39' 23.311"	+ Longitude: -120° 32' 31.527"	Range: 18 Township: 14 Section: 35
Narrative Description: Section 35 Township 14 Range 18 Quarter SW: Plat SUNSET VILLAS AF 7762644: Lot 3		
DISCLAIMER		
MAP AND PARCEL DATA ARE BELIEVED TO BE ACCURATE, BUT ACCURACY IS NOT GUARANTEED; THIS IS NOT A LEGAL DOCUMENT AND SHOULD NOT BE SUBSTITUTED FOR A TITLE SEARCH, APPRAISAL, SURVEY, FLOODPLAIN OR ZONING VERIFICATION		



PROPERTY PHOTO	PROPERTY INFORMATION	
	Parcel Address: S 5TH ST, SELAH ,WA 98942	
	Parcel Owner(s): CARL L & CANDI R TOR KELSON	
	Parcel Number: 18130213419	Parcel Size: 2534 Square Feet
	Property Use: 11 Single Unit	
TAX AND ASSESSMENT INFORMATION		
	Tax Code Area (TCA): 400	Tax Year: 2014
	Improvement Value: \$125000	Land Value: \$41650
	CurrentUse Value: \$0	CurrentUse Improvement: \$0
	New Construction: \$0	Total Assessed Value: \$166650
OVERLAY INFORMATION		
Zoning:	Jurisdiction: Selah	
Urban Growth Area: Selah	Future Landuse Designation: City Limits (Yakima County Plan 2015)	
FEMA: Not in floodplain (X)	FIRM Panel Number: 53077C0718D	
LOCATION INFORMATION		
+ Latitude: 46° 38' 37.348"	+ Longitude: -120° 32' 09.469"	Range:18 Township:13 Section:02
Narrative Description: Section 02 Township 13 Range 18 Quarter NE: FIFTH STREET ESTATES (AF 7709191): Lot 3		
DISCLAIMER		
MAP AND PARCEL DATA ARE BELIEVED TO BE ACCURATE, BUT ACCURACY IS NOT GUARANTEED; THIS IS NOT A LEGAL DOCUMENT AND SHOULD NOT BE SUBSTITUTED FOR A TITLE SEARCH, APPRAISAL, SURVEY, FLOODPLAIN OR ZONING VERIFICATION		



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014 M – 1

Title: Resolution Authorizing the Mayor to Approve Task Order 2014-2 between the City of Selah and Huibregtse, Louman & Associates Inc. for Engineering and Surveying services for the Third Street Sewer Improvement Project

Thru: David Kelly, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$31,600.00

Funding Source: Sewer Fund 415.000.094.594.35.65.83

Staff Recommendation:

Public Works is requesting City Council to approve a resolution to authorize the Mayor to approve, under the General Agreement for professional consulting engineering services with Huibregtse, Louman Associates, Inc. (HLA), Task Order No. 2014-2 for replacement 2,600 linear feet of 60-year old 8-inch sewer main in Valley View Ave., S. Third St., Southern Ave. with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main. The project also includes new side sewer, new manholes, and surface repair.



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



Background / Findings & Facts:

This project is a requirement of the development agreement between the City of Selah and Matson Fruit. Completion of this project fulfills street improvements by the City of Selah contained in that agreement.

Recommended Motion:

To approve the Resolution allowing the Mayor to sign Task Order No. 2014-2

Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:

Action Taken:

[Click here to enter a date.](#) [Click here to enter text.](#)

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RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE MAYOR TO APPROVE TASK
ORDER 2014-2 BETWEEN THE CITY OF SELAH AND HUIBREGTSE,
LOUMAN & ASSOCIATES INC. FOR ENGINEERING AND
SURVEYING SERVICES FOR THE THIRD STREET SEWER
IMPROVEMENTS PROJECT**

WHEREAS, the City of Selah wishes to replace 2,600 linear feet of 60-year old 8-inch sewer main in Valley View Ave., S. Third St., Southern Ave. with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main, and

WHEREAS, the City of Selah desires to enter into an agreement for professional consulting engineering services with Huibregtse, Louman Associates, Inc. for the work; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Engineering Services Consultant Agreement Task Order No 2014-2 for Engineering and Surveying services for the Third Street Sewer Improvement Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 10th day of June, 2014.

John Gawlik, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

RESOLUTION NO. _____

TASK ORDER NO. 2014-2

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

PROJECT DESCRIPTION:

Third Street Sewer Improvements
HLA Project No. 14065E

The City of Selah (CITY) desires to replace 2,600 linear feet of 60-year old 8-inch sewer mains in Valley View Ave., S. Third St., and Southern Ave. with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main. The project also includes new side sewer services, new manholes, and surface repair.

SCOPE OF SERVICES:

At the direction of the City of Selah (CITY), Huijbregtse, Louman Associates, Inc. (HLA), shall provide professional engineering, and surveying services for the Third Street Sewer Improvements project (PROJECT). HLA services shall include:

PHASE 1 - ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

Engineering design will be completed with the assumption that the sewer improvements will be designed as part of a roadway or water system improvement project and not as a stand-alone project. Engineering design includes the following:

- A. Perform field investigations necessary to design the identified improvements.
- B. Conduct a topographic survey of the project area as required to complete design, plans, and specifications for publicly bid improvements.
- C. Prepare preliminary design plans and specifications for transmittal to the Department of Health (DOH) for review and approval, if required.
- D. Review and discuss preliminary plans with CITY staff.
- E. Prepare final design, and complete plans and specifications for publicly-bid improvements, as authorized by the CITY.
- F. Prepare the Engineer's Estimate of construction cost.
- G. Furnish forty (40) copies of the final plans and specifications for bidding and construction. It is anticipated the ENGINEER will prepare one (1) complete set of Plans and Specifications for one bid call; additional bid packages will be considered additional services.
- H. Send advertisement for bids to the Paper of Record and other papers selected by the CITY. CITY shall pay all advertisement fees.
- I. Answer and supply such information as is requested by prospective bidders.
- J. Prepare and issue addenda, if necessary.
- K. Attend bid opening and participate in the prospective bidder evaluation process.

- L. Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- M. Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

PHASE 2 – SERVICES DURING CONSTRUCTION

Services During Construction will be completed with the assumption that sewer improvements will be constructed with a roadway or water system improvement project and not as a stand-alone project. Services During Construction includes the following:

- A. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
- B. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times that significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- C. Prepare and file progress reports on the PROJECT with the CITY and provide monthly progress estimates to the CITY.
- D. Consult and advise the CITY during construction and make a final report of the completed work.
- E. The CITY is required to monitor the Contractor's payment of prevailing wage rates. As part of construction services, HLA will monitor General Contractor and Subcontractor compliance with State labor standards during the construction phase of this project. This work includes checking monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.
- F. Review Contractor's submission of samples and shop drawings, where applicable.
- G. Recommend progress payments for the Contractor to the CITY.
- H. Prepare and submit proposed contract change orders when applicable.
- I. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor. If as-built drawings from the Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.
- J. Participate in the 11th month warranty inspection and make recommendations to Contractor for warranty work that needs to be addressed.

PHASE 3 – ADDITIONAL SERVICES

- A. Provide professional engineering and surveying services for additional work requested by the CITY that is not included in Phases 1 and 2.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.
- B. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.

- C. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- D. Obtain approval of all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from such other individuals or bodies as may be necessary for completion of the PROJECT.
- E. Pay for project bid advertisement costs.

TIME OF PERFORMANCE:

The services called for under the various phases of this Agreement shall be completed as follows:

PHASE 1 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

Project reports, plans, specifications, and estimates for all project elements shall be provided within 180 calendar days after the date of authorization to proceed.

PHASE 2 – SERVICES DURING CONSTRUCTION

Engineering services during construction for the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction, and completion of as-constructed drawings and labor documentation closeout. A maximum of 20 working days has been assumed for the construction of improvements. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the 20 working days shall be considered additional services.

PHASE 3 – ADDITIONAL SERVICES

Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed to at the time of service request by the CITY.

FEE FOR SERVICE:

For the services furnished by HLA as described under this Agreement, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

PHASE 1 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

All work for this phase shall be performed for the lump sum fee of \$31,600.00.

PHASE 2 – SERVICES DURING CONSTRUCTION

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement plus reimbursement for non-salary expenses with an estimated amount of \$34,200.00.

PHASE 3 – ADDITIONAL SERVICES

Any additional work requested by the CITY that is not included in Phases 1 through 4 shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, and outside engineers.

Proposed: Jeffrey T. Louman
Huibregtse, Louman Associates, Inc.
Jeffrey T. Louman, PE, President

6/3/14
Date

Approved: _____
City of Selah
John Gawlik, Mayor

Date



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014 M – 2

Title: Resolution Authorizing the Mayor to Sign a Renewal Tourism Promotion Contract with Yakima Valley Visitors Information Center for June 2014 thru June 2015

Thru: David Kelly, City Administrator

From: Charlie Brown, Recreation Manager

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$500

Funding Source: 121

Staff Recommendation:

I recommend that we renew this contract and keep our information on the front desk at the Visitor Center.

Background / Findings & Facts:

Last year we paid \$500 to have three Selah Brochures and a digital picture frame with 10 pictures playing on loop at the Yakima Valley Visitor Information Center. I believe we should renew the contract and update our information that we have on display.

Recommended Motion:

Move to authorize the Mayor to sign the contract renewal

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A
RENEWAL TOURISM PROMOTION CONTRACT WITH
YAKIMA VALLEY VISITORS INFORMATION CENTER
FOR JUNE 2014 THRU JUNE 2015**

WHEREAS, the City wishes to sign a contract with the Yakima Valley Visitors Information Center for Selah Promotions on the front table at the Visitor Center Facility and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign the contract with the Yakima Valley Visitors Information Center for Tourism Promotion in the amount of \$500. A copy of the contract is attached.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 10th day of June, 2014.

John Gawlik, Mayor

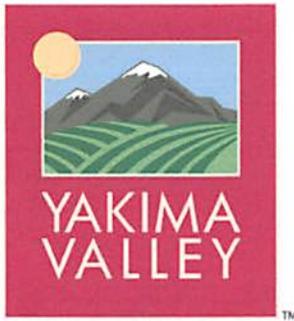
ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM

Bob Noe, City Attorney

RESOLUTION NO. _____



Yakima Valley Visitor Information Center

2014-2015 Agreement

Date _____

Business: _____

Address: _____ City _____ State _____ Zip _____ Phone: _____

Email: _____ Website: _____

Contact Name: _____

Payment: Welcome Table Exclusive. Consists of 10 pictures representing Selah rotating in Digital Picture Frame. Pictures provided by Selah Tourism. 3 pieces of information on Selah.

Total Annual Commitment _____ \$500 _____ Length of Contract: _____ 1 years _____

Billing Cycle: Annual or Semi Annual **Notes:**

Deposit: _____ Remaining Balance: _____

Terms of Contract

A deposit of 20% of the total known sponsorship commitment is due at signing. All submitted material is subject to YVVCB Design Review Committee approval. Panels on the illuminated board must project images appropriate to Wine Country themes or aesthetic pastoral scenes showcasing the Yakima Valley. Sponsor agrees to protect the YVVCB from loss, expense or claims based upon the subject matter of their collateral material. Cancellations must be in writing, and none are accepted until confirmed in writing by the YVVCB. Deposit will not be refunded upon cancellation. All sponsors must be members in good standing with the YVVCB. Any expenses related to collateral material are the responsibility of the sponsor. Sponsorship agreement is based on yearly commitment for the terms described in this contract.

Acceptance:

Name: _____ Title _____

Signature: _____ Date: _____

Bureau Rep: *Diane Smestad* Tel: 509-573-3388 Date: _____



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

6/10/2014 M – 3

Title: Resolution Authorizing the Mayor to Sign a Submission of Grant Application for Community Development Block Grant Funding for the Selah Civic Center Remodel Project

Thru: David Kelly, City Administrator

From: Charlie Brown, Recreation Manager

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$750,000

Funding Source: Fund 118

Staff Recommendation:

I recommend that the Mayor be allowed to sign the resolution which will allow the City to apply for Community Development Block Grant Funds.

Background / Findings & Facts:

The CDBG is requesting a resolution from the City that allows for the submission of the grant for up to \$750,000 that we would use towards the remodel of the Civic Center.

Recommended Motion:

I move to approve the Resolution for Application of the CDBG Funds be signed by the Mayor.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE MAYOR TO
SIGN A SUBMISSION OF GRANT APPLICATION
FOR COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING FOR THE SELAH CIVIC CENTER
REMODEL PROJECT**

WHEREAS, City of Selah is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, City of Selah has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary certain conditions be met to receive CDBG funds;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON, HEREBY RESOLVES as follows:**

Authorization of submission of this CDBG application to the state Department of Commerce to request \$ 750,000 to remodel the Selah Civic Center and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act

or 1974, as amended; and

The City of Selah designates Mayor John Gawlik as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and City of Selah's participation in the State of Washington CDBG Program.

PASSED this 10th day of June, 2014.

John Gawlik, Mayor

ATTEST:

APPROVED AS TO FORM:

Dale Novobielski, Clerk/Treasurer

Robert F. Noe, City Attorney