

SELAH CITY COUNCIL

4:00pm May 10, 2016

3:00pm Study Session - City
Hall/Police Station



Selah City Council
 Regular Meeting
 Tuesday, May 10, 2016
 4:00pm
 City Council Chambers

Mayor:
 Mayor Pro Tem:
 Council Members:

Sherry Raymond
 John Tierney
 Paul Overby
 Roy Sample
 Laura Ritchie
 Roger Bell
 Russell Carlson
 Diane Underwood

CITY OF SELAH
 115 West Naches Avenue
 Selah, Washington 98942

City Administrator: Don Wayman
 City Attorney: Bob Noe
 Clerk/Treasurer: Dale Novobielski

AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations
 - 1. Introduction of Vanessa Ibarra, Selah Municipal Court Clerk
- H. Getting To Know Our Businesses **None**
- I. 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
 - Joe Henne a. April 2016 Monthly Report for Building Permits and Inspections and Code Enforcement
 - Monica Lake b. Selah Downtown Association Monthly Report
- J. Proclamations/Announcements **None**
- K. 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 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: April 26, 2016 Council Meeting
- Dale N. * 2. Approval of Claims & Payroll
- L. Public Hearings **None**
- M. General Business
 - 1. New Business

Whitney Stohr a. Selah Downtown Association's Pop-up Park sponsored by Tree Top

2. Old Business

None

N. Resolutions

- Joe Henne 1. Resolution Authorizing the Mayor to Sign Task Order 2016-04 between the City of Selah and HLA Engineering and Land Surveying, INC. to Provide Consultant Services for Site Soil Remediation
- Dale N. 2. Resolution Authorizing the City to Terminate its Business License Services Agreement with the Washington State Department of Revenue and to Authorize the Mayor to Sign an Agreement For the Purchase of Business License Software
- Don Wayman 3. Resolution Establishing City Sponsored Events where Alcohol may be Permitted

O. Ordinances

- Dale N. 1. Ordinance Amending the 2016 Budget for the Purchase of Replacement Copy Machines and Authorizing the Surplusing of the Replaced Copiers

P. Public Appearances

None

Q. Reports/Announcements

1. Departments
2. Council Members
3. City Administrator
4. Boards

Monica Lake a. Parks Board Minutes – March 7, 2016

5. Mayor

R. Executive Session

1. 30 Minute Session - Employee Evaluation RCW 42.30.110 (1) (g)

S. Adjournment

Next Study Session May 24, 2016
Next Regular Meeting May 24, 2016

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.



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



COUNCIL MEETING INFORMATIONAL ITEM

5/10/2016 I – 2A

Title: April 2016 Monthly Report for Building Permits and Inspections and Code Enforcement.

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Informational Only

Background / Findings & Facts:

Attached are the Building Permits and Inspections, Code Enforcement reports for April 2016.

Recommended Motion:

Informational only.

April 2016 Building Permits and Inspections Report

No.	Name/Project	Address	Type	Date Issued	Fees
6665	McDonald's USA, LLC	499 S. First Street	Commercial	4/14/2016	\$4,687.79
6666	McDonald's USA, LLC	499 S. First Street	Plumbing/Commercial	4/14/2016	\$129.76
6667	McDonald's USA, LLC	499 S. First Street	Mechanical/Commercial	4/14/2016	\$37.42
6680	Gary Fletcher	108 N. 14th Street	Furnace/Air Replacement	4/5/2016	\$58.41
6681	Thomas Cepeda	1105 W. Home Ave	Furnace/Air Replacement	4/5/2016	\$58.41
6682	McDonald's USA, LLC	499 S. First Street	Signs	4/14/2016	\$463.06
6683	David Van Alstine	404 S. 5th Street	Building	4/12/2016	\$6,699.74
6684	David Van Alstine	404 S. 5th Street	Plumbing	4/12/2016	\$368.29
6685	David Van Alstine	404 S. 5th Street	Mechanical	4/12/2016	\$362.63
6687	Jason Kranz	791 N. 9th Street	New Building	4/14/2016	\$2,605.43
6688	Jason Kranz	791 N. 9th Street	New Plumbing	4/14/2016	\$214.85
6689	Jason Kranz	791 N. 9th Street	New Mechanical	4/14/2016	\$108.17
6690	BBS Selah LLC	506 S. First Street-Bldg 2	New Commercial	4/8/2016	\$5,690.84
6691	Hogback Development	405 N. Wenas Rd	Mechanical/Commercial	4/13/2016	\$171.42
6692	Hogback Development	425 N. Wenas Rd	Mechanical/Commercial	4/13/2016	\$136.36
6693	Viking Village LLC	113 E. 3rd Ave.	New Commercial	4/13/2016	\$32.83
6694	Viking Maverick LLC	102 E. 3rd Ave.	New Commercial	4/13/2016	\$153.63
PL-P-2016-001	Don Currell	106 N. 5th Street	Plumbing	4/20/2016	\$42.08
RR-R-2016-001	Vincente Pimental	308 Riverview Ave.	Re-Roof Residential	4/21/2016	\$79.14
W/S-HU-2016-002	Nicholas Poplaski	321 E. Goodlander	Sewer Hookup - Outside Utilitiy	4/21/2016	\$1,973.45
GR/EX-2016-1	Columbia Ridge Homes LLC	1509 W. Naches Ave.	Grading/Excavation	4/21/2016	\$57.14
GR/EX-2016-2	Columbia Ridge Homes LLC	1409 W. Naches Ave.	Grading/Excavation	4/21/2016	\$57.14
R-R/A-2016-001	Paul & Patricia Sugden	1700 Cedar Lane	Remodel/Solar Panels	4/28/2016	\$535.09
NBP-2016-002	Ralph Flue & Lesley Stutheit	514 S. 3rd Street	New Building	4/29/2016	\$591.56
W/S-HU-2016-003	BBS Selah LLC	506 S. First Street-Bldg 2	Water/Sewer Hook-Up	4/29/2016	\$4,326.25
RR-R-2016-002	Jackie McLain	411 S. 3rd Street	Re-Roof Residential	4/29/2016	\$79.14
TOTAL:					\$29,720.03
Total Building Inspections for April 2016: 87					

Code Enforcement April 2016

Date	Location	Code Violation	Action	Result
4/1/2016	700 Blk S 7th St	6.58.180 Landscape/6.58.250 Growth Obstructs public way	Letter to Owner	Resolved
4/8/2016	500 BLK S 3rd St	6.58.090 Dumping Area	Letter to Owner	Resolved
4/12/2016	700 BLK W Fremont Ave	6.58.260 Vehicle Storage, 6.58.090 Dumping area, 6.58.060 Abandoned Material	Letter to Owner	Resolved
4/13/2016	300 BLK W Riverview	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/13/2016	400 BLK Valleyview	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/13/2016	400 BLK S 5th St	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/14/2016	401 BLK S 5th St	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/13/2016	100 Blk Park Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/13/2016	100 Blk Yakima Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/13/2016	200 BLK W Selah Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/14/2016	100 Blk Selah Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/14/2016	200 Blk W Yakima Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/14/2016	200 Blk W Yakima Ave	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/20/2016	700 BLK Daugherty Dr	6.8.180 Landscape Maint. 6.58.200 Fire Hazzare	Letter to Owner	
2/20/0216	600 Blk W Home Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	
4/20/2016	600 Blk W Home Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	Resolved
4/20/2016	200 Blk E Fremont Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner & Renter	Resolved
4/21/2016	100 N 8th St	6.58.200 Fire Hazard	Letter to Owner	Resolved
4/21/2016	900 W Naches	6.58.200 Fire Hazard	Letter to Owner	Resolved
4/21/2016	100 Blk E Bartlett Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	Resolved
4/21/2016	100 Blk E Bartlett Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	Resolved
4/21/2016	100 Blk E Bartlett Ave	6.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	Resolved
4/21/2016	400 BLK Hillcrest De	8.79.020 Vision Clearance for corner lots	Letter to Owner	
4/21/2016	700 S 7th St	8.79.020 Vision Clearance for corner lots	Letter to Owner	
4/22/2016	500 Blk S 1st Street	3.02.030 Containers/10.08.170 Screening of refuse dumpsters	Letter to Owner	
4/29/2016	200 Blk S 1st Street	6.58.050 Certain Growth/6.58.090 Dumping areas/6.58.180 Landscape maintenance	Letter to Owner	
4/29/2016	500 Blk W Fremont Ave	5.58.050 Certain Growth/6.58.180 Landscape maintenance	Letter to Owner	
4/29/2016	400 BLK S 1st st	4.32.040 business license/registration, 6.58.090 Dumping Area,	Letter to Owner	
4/29/2016	200 BLK N 3rd	6.58.050 Certain Growth/6.58.90 Dumping Are	Letter to Owner	
4/29/2016	500 W Fremont Ave	6.58.050 Certain Growth		



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



COUNCIL MEETING INFORMATIONAL ITEM

5/10/2016 I – 2B

Title: Selah Downtown Association Monthly Report

Thru: Donald Wayman, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Informational Only

Background / Findings & Facts:

Attached is the Treasurer's report for April 2016

Recommended Motion:

N/A

Selah Downtown Association
Treasurer Report
4/11/16

INCOME

Beg. Balance	\$44164.94
Total Income	<u>\$44164.94</u>

EXPENSES

Printing (Easter event)	\$48.69
WA Non-profits Seminar	\$30.00
Yakima Valley Tourism Membership	\$296.00
Directors & Officers Insurance renewal	\$906.00
Website Expense (second payment)	\$541.00

Total Expenses	<u>\$1821.69</u>
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<u>CURRENT BALANCE ON HAND</u>	<u>\$42,343.25</u>
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Tammy E. Allan, Treasurer SDA

4/11/16

Date



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



COUNCIL MEETING ACTION ITEM

5/10/2016

K – 1

Title: Approval of Minutes: April 26, 2016 Council Meeting

Thru: Donald Wayman, 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 Minutes

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)

City of Selah
Council Minutes
April 26, 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 5:30pm.

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Roger Bell; Russell Carlson;
Diane Underwood

Members Absent: Laura Ritchie

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; Ty Jones, Public Works Utility Supervisor;
Harmit Bedi, City Planner; Dale Novobielski, Clerk/Treasurer; Dave
Mullen, Recreation Manager; Bree Tait, Civic Center Manager; Andrew
Potter, Human Resources Manager; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse

Council Member Tierney moved, and Council Member Sample seconded, to approve the absence of Council Member Ritchie. By voice vote, approval was unanimous.

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Jason Williams gave the prayer.

F. Agenda Changes **None**

G. Public Appearances/Introductions/ Presentations

1. Yakima Basin Integrated Plan PowerPoint presentation –Mike Leita, Yakima County Commissioner, and Nicole Pasi, Conservation Outreach Associate

Nicole Pasi approached the podium and addressed the Council. She gave a PowerPoint presentation on the Yakima Basin Integrated Plan, requesting a Resolution of support from the City.

Council Member Tierney inquired who was not supporting the plan.

Ms. Pasi responded that it was mainly cabin owners around the reservoirs, but if it impacts their wells the Department of Ecology (DOE) has committed to alleviating the problem.

City Administrator Wayman asked how much snowpack was recovered this past winter.

Ms. Pasi replied that they were at ninety-five percent of average, although the rain in early April wiped out a chunk of it. She added that, if current weather trends continue, it might not be as good as they were hoping for.

H. Getting To Know Our Businesses

1. Tammy Bonson, Selah Gym Kids

Tammy Bonson, Selah Gym Kids, approached the podium and addressed the Council. She talked about growing up in Selah, and her interest in gymnastics, which eventually led to her going into a partnership in 1998, to form Selah Gym Kids. She read aloud their mission statement, saying that some of their students have gone on to competitive levels. She said that they teach kids to be solution oriented, and in addition to gymnastics, they offer preschool and a Kids Club program for daycare.

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Kellianne Ergeson, chairperson, and Tiera Girard, secretary, approached the podium and addressed the Council on behalf of the Selah Park and Recreation Service Area Board (SPRSA).

Ms. Ergeson said that the SPRSA is making great progress on the voter-approved bond, and the board would like to get a sense of support from the Council, preferably in writing, sooner rather than later. She spoke about the formation of the SPRSA and their Interlocal agreement with the City, giving a brief rundown of the steps taken after the City passed a Resolution in 2011 to cease funding the public pool, the most recent step being the bond passed in November 2015. She noted that they have issued five million of the six point two million bonds, which are managed by the County Treasurer, and have continued to make progress on the project. She stated that the measure went before voters without an architect or final design, and she is here to speak with Council because the current Interlocal agreement only addresses the pre-bond relationship, and the time has come to have a new agreement for the relationship going forward. She expressed concern over the discussions they have had with City staff thus far, and the potential for the City's requests to create additional expenses or delays down the road, to make it impossible to complete the project.

Council Member Overby thanked her for sharing the history, saying that this has been in the works for a long time. He felt that it might be beneficial for the Council to have more time outside of this setting to discuss the matter, perhaps in a study session, as it is difficult to make an agreement without knowing the details. He suggested that perhaps a Memorandum of Understanding would suffice in the interim.

City Attorney Noe remarked that there was a lot of discussion about who would construct the pool, who would own the structure, and whether it would be on City property. He noted that Council agreed that the City would provide the land to construct the pool, but added that the City's concerns regarding expenses going forward are legitimate. He agreed that a memorandum of understanding could work.

Council Member Overby commented that they would only do what the SPRSA can afford.

Ms. Ergeson shared their concerns regarding sustainability in going forward, recognizing the level of responsibility the SPRSA has as the sole source for funding the M&O levy as well as the bond for a new facility, adding that it would be best to focus their energies to collectively come together rather than working at cross purposes.

Council Member Bell said that, when he attended a bond committee meeting last October, he asked if the M&O levy would increase, and the answer from the panel was that it would not. He did not see a way that could happen without increasing the levy, other than raising user fees.

Ms. Ergeson responded that the flyer they sent out referenced the need for a larger M&O levy if the bond passed. She noted that user fees for the pool start with the City.

Council Member Bell replied that people will look at the Council, not the SPRSA, and he feels that the project needs to have more vetting about how it's going to work and what the M&O will really cost.

Ms. Girard stated that the slides from October indicated an increased M&O levy.

Council Member Bell responded that the committee stated they did not think it would have to happen.

Ms. Ergeson remarked that they would operate that which they can fund.

Mayor Raymond asked Council Member Overby if the previous Council discussed this with the SPRSA.

Council Member Overby replied in the affirmative, adding that he understands the concern regarding the City getting a black eye, but as they orphaned the pool a few years ago maybe the broader community is aware they are funding it now, not the City.

Council Member Tierney felt they needed more definitive information on the design and operating costs of the pool, as it is difficult for the Council to support it until they know what the design of the pool is.

Ms. Ergeson observed that they did not spend money for an architect before having voter support, adding that they had seven responses to their RFQ, which indicates the viability of the project. She said that they could not guarantee that they can achieve every objective outlined in the bond proposal, and that they were under the impression that they had the unanimous support of the Council for the project.

She noted that they could not provide a business plan because they do not know what they are building yet.

Mayor Raymond remarked that this is a different Mayor and Council than last year.

Ms. Ergeson wondered what they would have the SPRSA do, as they do not have a written agreement regarding the construction and maintenance of a new pool.

City Administrator Wayman saw a memorandum of agreement as a three-legged stool; one leg is the ownership of the pool and land, the second is liability insurance, and the third is manning and operating the pool. In his opinion, they needed an understanding of ownership, whether the property or the pool was leased. He stated opposition to an agreement without understanding the scope of the work to be done, and felt that a limited agreement regarding property ownership and their relationship with regard to the proposed plan would allow the SPRSA to feel comfortable breaking ground and negotiating with architects.

Ms. Ergeson responded that one unresolved issue for her deals with the SPRSA trying to create a maintenance and operations plan without City support, as they went to the ballot box assuming the City would continue to perform those functions.

Council Member Tierney asked if City Administrator Wayman's suggestion would solve the immediacy of the problem.

Ms. Ergeson replied that it would go a great way towards solving it, as the SPRSA would be left with costs if the City decided to get out of the pool business entirely.

Council Member Sample remarked that there was a pool expert at the last SPRSA meeting, and by the time he was done talking about costs he felt they were not nearly capable of the building plan projected with amount of money they had.

Ms. Ergeson commented that the cover remains an open question, but a well-appointed outdoor pool is well within what they asked for.

Council Member Sample thought that more of the project should be turned over to the City and the Public Works Department; the SPRSA does not have the expertise to carry this through, and the City has experience with building projects.

Ms. Ergeson replied that they are simply at the point of getting a designer on the project, which must be approved by the SPRSA per the bond. She stated that they could not do this project without the City.

Council Member Sample commented that he felt a certain reticence by the board to have the City be in charge of it, and that they should leave the construction to the City.

Mayor Raymond stated that they would schedule a study session to discuss this. Seeing no one else rise to speak, she closed the meeting.

Council took a five-minute recess.

- 2. Written **None**

J. Proclamations/Announcements

- 1. Selah Downtown Association City Clean-Up Day May 14, 2016

Mayor Raymond read aloud the proclamation.

K. 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: April 12, 2016 Study Session & Council Meeting
- * 2. Approval of Claims & Payroll:

Payroll Checks Nos. 79478 – 79572 for a total of \$222,093.15
Claim Checks Nos. 67558 – 67629 for a total of \$538,944.14

Council Member Overby moved, and Council Member Tierney seconded, to approve the Consent Agenda as read. By voice vote, approval of the Consent Agenda was unanimous.

L. Public Hearings **None**

M. General Business

- 1. New Business
 - a. Proposal to obtain funds through the Congestion Mitigation Air Quality Improvement Program (CMAQ) for New Parking Lot Improvements including Sidewalks at the Selah Civic Center

Public Works Director Henne addressed M – 1a. He reminded Council that he talked about the project at the last meeting, referring them to an aerial photograph showing the Civic Center and properties purchased, with a tentative layout of the parking lot and current parking. He said that this is the first year that transit is allowed to put in applications for non-operational type requests, saying that paving the gravel areas will reduce PM10 and carbon dioxide, as well as create less congestion, and that he would like to proceed with the project if the Department of Transportation approves the application. He noted that a thirteen point five per cent match is required, but if they do not get the funding then the City is on the hook for the full amount.

Council Member Tierney inquired about the areas with yellow hash marks.

Public Works Director Henne replied that those are designated as non-parking areas, and that they will move the garbage enclosure to a new striped area.

Council Member Tierney asked if it would not be better to have that section in concrete to support the weight of the garbage trucks.

Public Works Director Henne responded that he would look into that.

Council Member Tierney suggested putting the dumpsters on the Park Avenue side.

Public Works Director Henne replied that he would have to see if it meets the dumpster Ordinance for locations.

Council Member Sample wondered how this would affect future Civic Center improvements.

Public Works Director Henne responded that there is renewed interest in renovation, along with a large covered area for the farmer's market or outside gatherings, and that they have received comments about the City allowing parking on the gravel when Ordinance requires parking lots to be paved.

Council Member Sample commented that they could only do so much.

City Administrator Wayman observed that they are looking at a minimum of five years before tackling that project, based on a preliminary look at what it will cost to build a Police Station/City Hall, and that the lot needs to be paved to cut down on dust.

Council Member Tierney inquired if he had the match funds if they get the grant.

Public Works Director Henne stated that it would come from the transit fund.

Council Member Tierney thought it made sense to go forward with it.

Council Member Overby agreed.

Public Works Director Henne said that he would proceed with the application.

- b. City of Selah - Six Year Transportation Improvement Program (TIP) for the years 2017 to 2022

Public Works Director Henne addressed M – 1b. HE said that they update the TIP annually, and referred Council to the handouts in their packets. He gave a brief explanation of the different street classifications, followed by a rundown of the fourteen projects currently on the list. He said that it would have to go through SEPA and have a hearing to adopt the list, which will then be sent to YVCOG for inclusion in their plan, before going to the State to be added to the STIP. He noted that, once this is done, he could make applications for projects.

Council Member Overby asked about the viability of maintaining North Fourth Street.

Public Works Director Henne replied that he might have to do a traffic count.

Council Member Tierney wondered if numbers two and five could be combined.

Public Works Director Henne responded that number two has already been funded and is currently under design, with Federal funding slated for 2022 -2024.

Council Member Tierney asked if it was reasonable to use Wixson Park as a Park & Ride.

Public Works Director Henne replied that they were going to widen Third Street for that, but there are not enough rights of way to do so. He noted that Carlon Park is also designated as a Park & Ride.

Council Member Carlson inquired about putting a crosswalk off Speyers Road and Tenth or Eleventh at the City limits, as he is concerned about kids crossing the street there.

Public Works Director Henne responded that he needs to pull out the manual and look at crosswalks. He said that the matter would be back before Council after the SEPA has been completed.

2. Old Business **None**

N. Resolutions

1. Resolution Approving the Preliminary Plat of “Orchard View Estates” Phases 2, 3, 4, and 5 (912.61.15-03) and Adopting Findings and Recommendation of Hearing Examiner

City Planner Bedi addressed N – 1. He said that the applicant has submitted a written request to extend the hearing for thirty days, and that staff recommends approval of the continuation.

City Administrator Wayman remarked that Mr. Paulson is in negotiations with a developer who has interest in some potential backing to develop the property, and they have more ambitious and modern ideas regarding development of the property.

Council Member Tierney asked if they would need to do another publication in the paper.

City Planner Bedi responded that it would leave the onus on the applicant.

Council Member Tierney moved, and Council Member Overby seconded, to approve the delay and reschedule the matter for a date to be provided by Mr. Paulson. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – 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 an Agreement with Buxton for Retail Recruitment Solution Services

City Administrator Wayman addressed N – 2. He said that they had a presentation at the last meeting regarding aggressive retail recruitment, to bring new commercial businesses into the City and support the current businesses, and that staff requests to go forward with a three-year contract at fifty thousand dollars annually.

Council Member Carlson inquired about an opt-out clause.

City Administrator Wayman responded that there is one.

Jacob David, Buxton Co., stated that there is a ten percent opt-out fee after the first year of the contract.

City Administrator Wayman said that there are approximately six empty properties, at a combined six point five two acres, for potential retail interest, which does not include vacant commercial buildings or under-utilized commercial properties.

Council Member Tierney moved, and Council Member Sample seconded, to approve the Resolution Authorizing the Mayor to Sign an Agreement with Buxton for Retail Recruitment Solution Services. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – 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 an Amended Agreement for Legal Services with Kenyon Disend, PLLC

City Administrator Wayman addressed N – 3. He explained that there has been a strong trend over the last several months for a higher monthly average than budgeted for legal services, which will continue with the more aggressive posture the City is taking regarding code enforcement and land use decisions. He expressed concern about the costs, feeling that the best solution would be a flat rate fee.

Clerk/Treasurer Novobielski presented a worksheet outlining the last few months' expenditures for legal services, explaining the benefit to a flat fee versus the average they have been paying, and how it would be spread throughout various City funds.

City Attorney Noe remarked that his firm was able to offer the flat fee due to his previous relationship with the City, and the he is happy they were able to offer this as an option.

Council Member Overby moved, and Council Member Bell seconded, to approve the Resolution authorizing the Mayor to sign an Amended Agreement for Legal Services with Kenyon Disend, PLLC. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

O. Ordinances

1. Ordinance of the City of Selah, Washington, adding a new Selah Municipal Code Chapter 10.24 Relating to Planned Development; Creating a Planned Development (PD) Overlay Zone; Establishing Development Regulations for Planned Development Overlay Zones; Providing for Severability; and Establishing an Effective Date

City Planner Bedi addressed O – 1. He spoke briefly about the history of the Planned Development Ordinance, highlighting the numerous hours of staff and Planning Commission time devoted to drafting the Planned Development Overlay, adding in many elements such as lights, open space, streets, and setbacks.

Council Member Carlson wondered if he has seen something similar to this in the past, if it works, is a necessity and provides value.

City Planner Bedi replied in the affirmative, noting that staff will be watching it closely and will bring elements that do not fit to Council to fix. He felt that it gives staff a very good tool, especially for managing density.

Council Member Carlson remarked that it has been an ongoing process, and that the community has not been pleased with the loopholes in the previous version

City Administrator Wayman felt that gaps is a better term than loopholes, noting that they have added in things such as architectural diversity requirements, instructive requirements for roads, and the percentage of multi-family dwellings allowed on low density lots. He explained that the density requirements will not allow a developer to put more than one duplex per acre in a low-density area, but it can create conditions for more livable space, with a more creative use of open space. He said that they need tools so City staff can use their creative understanding and technical skill to work with developers, to have these pre-planning meetings to lay down conditions so they do not go down the road of not having things stated.

Council Member Tierney remarked that item number three on page eleven should be retention area not detention area.

Public Works Director Henne responded that is should be detention.

City Planner Bedi gave a brief explanation of the two types of drainage, detention and retention.

Council Member Tierney had some personal issues with page eight regarding development standard design, and page nine under section d, which he felt was very ambiguous.

City Planner Bedi explained that those are qualitative statements, and that professional staff will sit down with applicants and hash out details before comes to Council. He added that this kind of statements allows for creativity and more ideas, and that it is a good idea to have this.

Council Member Tierney expressed his dislike over the possibility of someone building in front of his view, when the document stated they could not talk about building height.

City Administrator Wayman commented that they are dealing with redevelopment and urban renewal, which will see a requirement to build up.

City Attorney Noe observed that 10.24.100 (a) talks about avoiding negative impacts, whereas section D talks about adjacent structures.

City Administrator Wayman remarked that they will use green space and setbacks to sculpt and soften it, but they do not want to eliminate what a builder will put into an overlay.

Council Member Overby did not believe it was legal for the City to preserve the view of other when it came to property development, although he understood the concern about views being obstructed.

Council Member Sample felt that Council Member Tierney made a good point, and that a layman would see the same thing.

City Administrator Wayman replied that the planner would make sure the developer understands that, as what really matters is the developer understanding what the City requires.

Council Member Sample commented that the old Ordinance was repealed to try to improve it.

Council Member Carlson did not see an issue with developers; he didn't want something developed that would be dumped back on the City, such as private streets, as the goal is to make this a great city to live in.

City Planner Bedi stated that they have internally changed policy so that everyone has to see planning first; this is not a project you can just do, as there are many pieces to the puzzle that need to be dealt with.

Council Member Tierney moved, and Council Member Sample seconded, to approve the Ordinance of the City of Selah, Washington, adding a new Selah Municipal Code Chapter 10.24 Relating to Planned Development; Creating a Planned Development (PD) Overlay Zone; Establishing Development Regulations for Planned Development Overlay Zones; Providing for Severability; and Establishing an Effective Date. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – no. Motion passed with five yes votes and one no vote.

O. Reports/Announcements

1. Departments

Recreation Manager Mullen said that they are fine-tuning the Wednesday programming for teens in the area, and foresee it being very successful. He noted that he will be attending a conference Tuesday through Thursday of next week, and that he would like to start working on more programming for seniors. He stated that they added an apple pie eating contest to the 4th of July event, which will mirror what they do for the Autumn Festival regarding the location of the beer garden and other activities.

City Administrator Wayman remarked that they would need a vote from the Council approving alcohol for this event.

Recreation Manager Mullen commented that the vendors would be mostly microbreweries and wineries, along with some domestic. He gave a brief update on the Army Base race.

Council Member Tierney asked if there would be applications for microbreweries to fill out.

Recreation Manager Mullen replied that Kathryn Platt is calling those she knows, and there is the possibility of a flat fee around forty to fifty dollars. He noted that there would be an apple pie baking contest for the Autumn Festival.

Council Member Carlson wondered if they could tie the apple pie into the base race, as he sees a huge opportunity for them to enunciate Selah with what will hopefully be the state pie.

City Administrator Wayman remarked that they would get invites out to the governor and congressional representatives.

Police Sergeant Reeves said that Chief Hayes had an emergency at his house. He noted that the department is doing their EVOC course training at Hammers in Tri-Cities.

Human Resources Manager Potter said that he will be out most of next week to a conference in Yakima, and that he has scheduled a few of the free training opportunities offered by CIAW.

Fire Chief Hanna said that EDITH house was a big success. He talked about the training his firefighters have been undergoing recently, and the desire to purchase new computers with updated software for the fire station.

Council Member Carlson proposed that he replace half now and half later so there is a different age to them.

Fire Chief Hanna replied that he agrees to a point but they will get into different levels of software and sharing between members of the office.

Council Member Tierney wondered about looking into the new Windows slated for September.

Fire Chief Hanna responded that the IT department is still using Windows 7 Pro, but will be pushing everything towards Windows 10.

Mayor Raymond asked if it was legal for people in motorhomes to have open fires during tournaments.

Fire Chief Hanna replied in the negative, adding that gas fires are allowed.

Civic Center Manager Tait said that the Phyllis Johnson memorial would be held on Thursday.

Clerk/Treasurer Novobielski said that the April sales tax is seventy-eight thousand four hundred and seventy-eight dollars, six thousand more than March.

City Planner Bedi stated that the Planning Commission meeting next week has been canceled.

Public Works Utility Supervisor Jones said that Public Works is still busy painting crosswalks and spraying right of ways. He noted that the water project is moving forward, and that the contractor has started to install services. He commented that the treatment plant project is ninety-five percent completed, and that they received a rebate for it last week.

Mayor Raymond remarked that the City is looking good.

Council Member Carlson asked if Wastewater Treatment Planer Supervisor LaRoche had any feedback on the new equipment.

Public Works Utility Supervisor Jones responded that there are definitely improvements.

City Attorney Noe said that he will be at a conference Wednesday through Friday, but will be available by phone.

2. Council Members

Council Member Overby had no report.

Council Member Sample had no report.

Council Member Tierney said that he visited the Othello Police Station and City Hall, and suggested that others visit the facility, as it was very well laid out and fits into the community well.

Council Member Bell said that he spent a half day with Fire Chief Hanna, running around to the different stations in the district and going on a couple callouts. He held up his certificate from the citizen's academy, encouraging citizens to go next year when they run it again.

Council Member Underwood had no report.

Council Member Carlson said that his community discussions have been very positive, as people like the progress and what is going on. He felt that the increased sales revenue goes to show they are moving in the right direction.

3. City Administrator

City Administrator Wayman said that there would be a study session at the next meeting on the potential for a future city hall and police station, where they will discuss the budget, the City's ability to acquire debt, how raise revenue and resources to service that debt, and the current debt. He noted that they are still waiting for answers regarding Volunteer Park. He stated that they are being very aggressive regarding commercial garbage bins in front of multi-family dwellings, enforcing the code created in

1994, as containers have been in City right of way and not out of sight behind the building or in a screened enclosure.

- 4. Boards **None**
- 5. Mayor

Mayor Raymond observed that she has learned more about the City working at drive-in the last three weeks than at City Hall.

P. Executive Session **None**

Q. Adjournment

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

The meeting adjourned at 6:20 pm.

Sherry Raymond, Mayor

Paul Overby, Council Member

John Tierney, Council Member

Roy Sample, Council Member

EXCUSED

Laura Ritchie, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



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



COUNCIL MEETING ACTION ITEM

5/10/2016 M – 1A

Title: Selah Downtown Association's Pop-up Park sponsored by Tree Top

Thru: Donald Wayman, City Administrator

From: Whitney Stohr, Downtown Association Executive Director

Action Requested: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: \$0

Funding Source: Selah Downtown Association through Tree Top Donation

Staff Recommendation:

We ask that you support this project and encourage businesses to do so as well.

Background / Findings & Facts:

The project will involve placing a 15x20 piece of artificial grass with 2-3 trees, tables, a shade covering, and engagement activities in various business locations throughout the summer as both an attraction to that business and as an example to business owners of what their locations might look like with simple beautification efforts.

Recommended Motion:

Move to support SDA's pop-up park.



CITY OF SELAH

115 West Naches Avenue
Selah, Washington 98942

Phone 509-698-7328
Fax 509-698-7338

May 2, 2016

Dear Members of City Council,

We, the members of the Selah Parks and Leisure Services Board, are writing to express our support of Selah Downtown Association's (SDA) soon-to-be unveiled "Tree Top Park," a mobile, pop-up "parklet," which will move throughout downtown Selah during the upcoming summer months. While we acknowledge that the parklet will generally be located on private property owned by Selah's downtown business owners, the Board nevertheless supports SDA and recognizes the generosity of Tree Top, Inc., in making this project a reality.

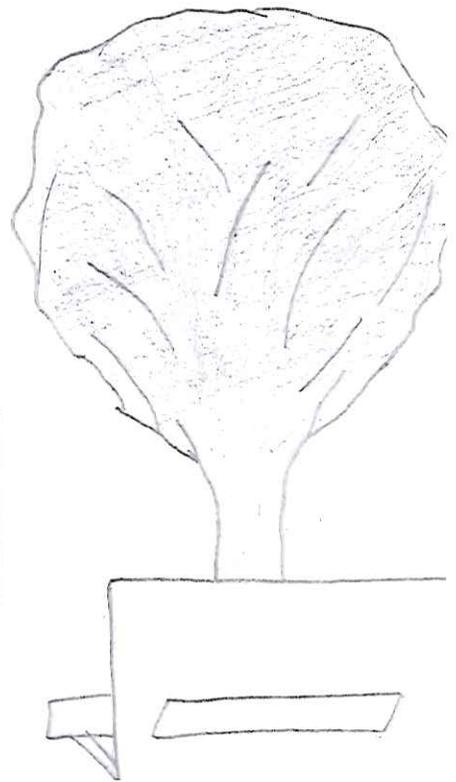
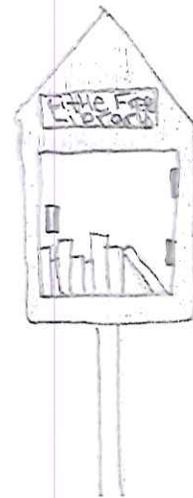
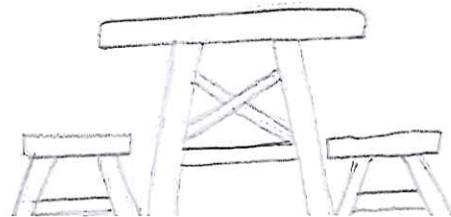
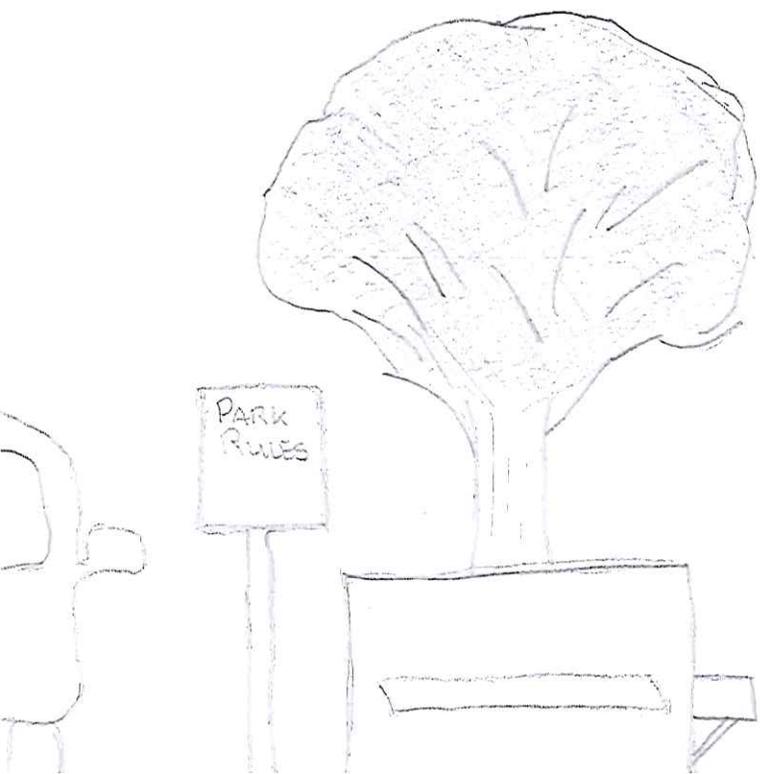
Additionally, the Board recommends that the City Council and Mayor Raymond join us in supporting this project as it holds the potential to enhance downtown and advances our desire to realize a greener and more beautiful city, with ample opportunities for outdoor relaxation and recreation; a desire that we are confident is shared by SDA, City Council and the Mayor, and countless other groups and individual residents of the city of Selah.

Sincerely,

Selah Parks and Leisure Services Board

John Baranowski, Chair







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



COUNCIL MEETING ACTION ITEM

5/10/2016 N – 1

Title: Resolution Authorizing the Mayor to Sign Task Order 2016-04 between the City of Selah and HLA Engineering and Land Surveying, INC. to Provide Consultant Services for Site Soil Remediation.

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$88,520.00

Funding Source: 420 Solid Waste

Staff Recommendation:

To Approve the task order

Background / Findings & Facts:

The City has plans to construct Volunteer Park. During SEPA review the city agreed to conduct site investigations and the soil was found to exceed the contamination limits for Lead & Arsenic. A presentation of a Site Soil Remediation Plan will be presented to the Council The presentation is a remediation proposal on the best method to remediate the site soil so the park project may move forward.

Recommended Motion:

To Approve the task order

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER
2016-04 BETWEEN THE CITY OF SELAH AND HLA ENGINEERING
AND LAND SURVEYING, INC. TO PROVIDE CONSULTANT
SERVICES FOR SITE SOIL REMEDIATION**

WHEREAS, the City of Selah desires to remove contaminated soil at its Volunteer Park site; and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work; and

WHEREAS, the City of Selah wishes to engage HLA via task order for site soil remediation; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, the Mayor be authorized to sign Task Order No 2016-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Consultant Services for site soil remediation.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 10th day of May, 2016.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

RESOLUTION NO. _____

City of Selah

Volunteer Park Site Improvements

CITY COUNCIL PRESENTATION

SITE SOIL REMEDIATION



May 10, 2016

Sampling Assumption Guide

Area A: Playground & Parking Lot Fill with Contaminated Soil/Cover with Clean Soil or Surfacing

Area B: Proposed Fill Site for Excess Contaminated Soil/Cover with 1' Clean Soil

Area C: Proposed Cut to Clean

Site Sampling on 16 MAR 2016

- Shallow soil sampling in Area A & B to demonstrate contaminated site (15 samples @ depth of 4")
- Deeper soil sampling in Area C to increase confidence of contaminated soil layer (20 samples @ depths of 10" and 16")
- All soil samples with Ecology for analysis
- If deeper soil sampling does not show clean soil at depth, additional sampling may be required to increase confidence of cut requirements.

Differences between Options

Requirements	Haul Off	Clean Cover	Consolidate & Clean Cover
Clean Import (cy) w/fabric (sy)	0/10,000 sy @\$1/sy =\$10,000	7,000 cy/26,000 sy @ \$15/cy & \$1/sy = \$130,000	0/15,000 sy @\$1/sy =\$15,000
Contaminated Soil Export (cy)	5,000 cy @ \$30/cy =\$150,000	\$0	\$0
Grading (cy)	3,600 cy CONT + 1,500 cy CLEAN + preferred grading	3,600 cy CONT + 7,000 cy CLEAN + preferred grading	8,000 cy CONT + 3,000 cy CLEAN + preferred grading
Soil Amendments/Tilling	700 cy @\$30/cy =\$21,000	\$0	700 cy @\$30/cy =\$21,000
Incremental COST	\$180K + Grading	\$130K + Grading	\$36K + Grading

Path Forward Recommendations

- Immediate Actions
 - Discuss fencing of Site to limit access
- Pursue Consolidate & Clean Cover Option with existing funds
 - Consider phasing project (or elements of project)
 - Consider cost-cutting measures
 - 6' vs 9' asphalt path or gravel path
- Recognize potential for remedial action cost reimbursement at future date typically @ 75% (to 90%) of remedial action costs to include:
 - Fencing to limit access
 - Grading to consolidate contaminated soil and contour site for use
 - Clean soil and surfacing (limited to top 6" gravel to 1' soil and geotextile fabric)
 - Some irrigation costs

WA State Cleanup Process

- Ecology actions:
 - Confirmed & Suspected Contaminated Sites List
 - Potential Liable Party [PLP] Letter
 - Issue NFA following cleanup completion
 - Provide funds to reimburse City for portion of cleanup expenses
- City Actions:
 - Independent Remedial Action
 - Remedial Investigation/Feasibility Study
 - Cleanup Action Plan (CAP)
 - Cleanup Action Plan Final Report (after construction)
 - Voluntary Cleanup Program (receive No Further Action from Ecology)
 - Submit application with CAP documents, environmental covenant on property, and maintenance plan
 - Grant Funding request

Next Actions

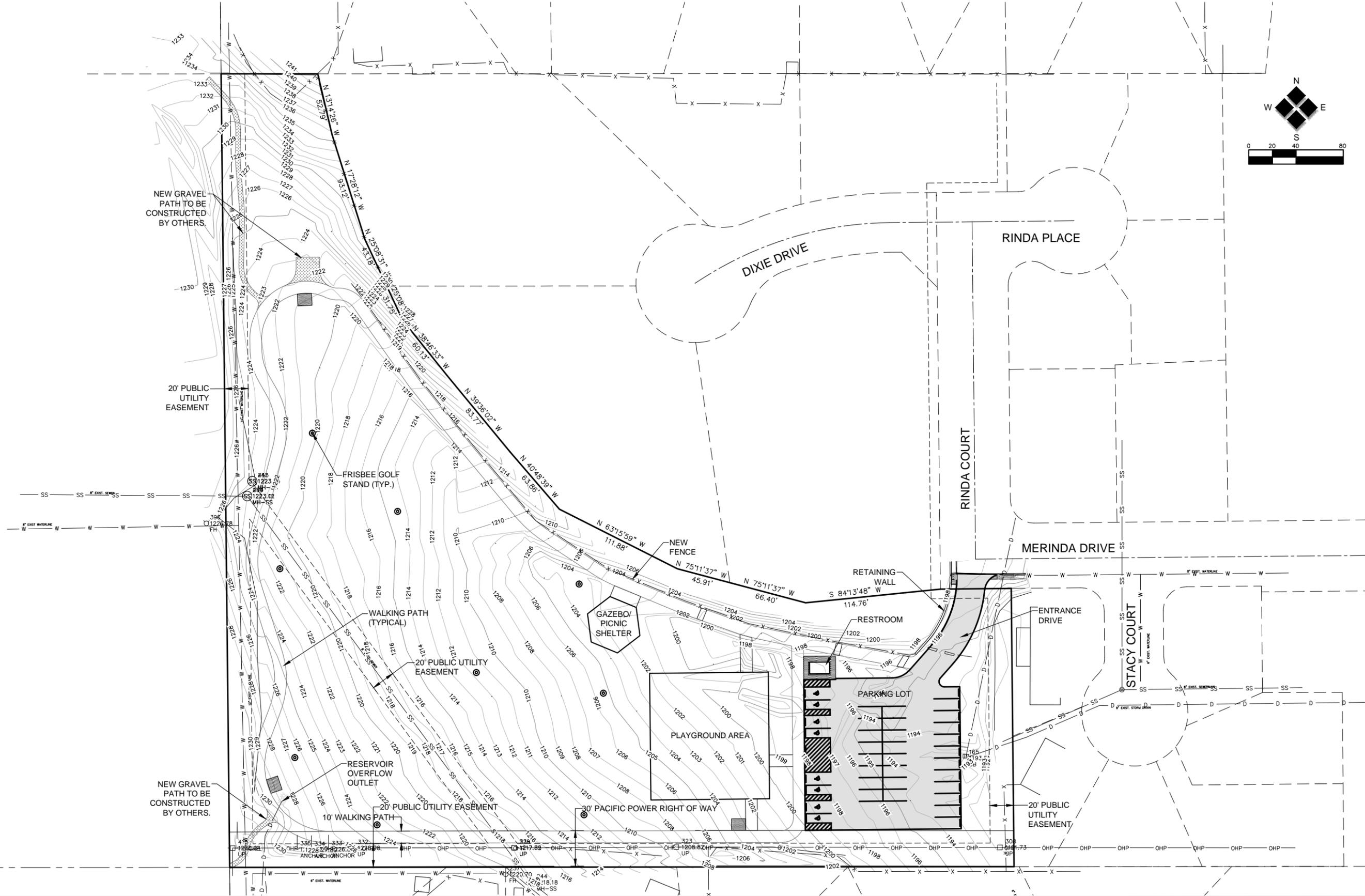
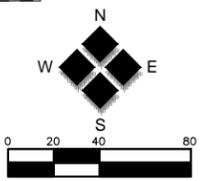
- Review sample results (conduct additional sampling if needed)
- Perform deep test pit sampling to ensure clean soil meets needs (minimal rocks, minimal clay content, etc)
- Complete cost estimate
- Determine preferred option
- Develop City Council presentation for May
- Complete cleanup action plan and design of City-selected option
- Construct project with adequate construction oversight
- Submit final cleanup action plan report to Ecology for VCP review, receipt of No Further Action, and Grant Application.

CITY OF SELAH

**Volunteer Park Site Improvements
Engineer's Opinion of Construction Cost**

HLA Project No. 15084E
May 4, 2016

Item No.	Description	Unit	Unit Cost	Estimated Quantity	Total
Site Soil Remediation and Earthwork					
1	Minor Change	FA	\$3,000.00	1	\$3,000
2	Mobilization	LS	\$30,000.00	1	\$30,000
3	Project Temporary Traffic Control	LS	\$2,500.00	1	\$2,500
4	Stormwater Pollution Prevention and Erosion Control	LS	\$7,000.00	1	\$7,000
5	Dust Control	LS	\$8,000.00	1	\$8,000
6	Clearing and Grubbing	Acre	\$2,000.00	5.00	\$10,000
7	Removal of Structures and Obstructions	LS	\$1,500.00	1	\$1,500
8	Unclassified Excavation Incl. Haul	CY	\$12.00	14,500	\$174,000
9	Geotextile Fabric	SF	\$0.13	114,250	\$14,853
	Subtotal				\$250,853
	15% Contingency				\$37,628
	Subtotal				\$288,480
	Design Engineering				\$34,618
	Construction Engineering				\$43,272
	Testing				\$10,630
	Subtotal - Soil Remediation and Earthwork				\$377,000
Site Improvements					
10	Crushed Surfacing Base Course	TON	\$20.00	1,400	\$28,000
11	Crushed Surfacing Top Course	TON	\$25.00	200	\$5,000
12	HMA Cl. 3/8-Inch PG 64-28	TON	\$120.00	750	\$90,000
13	Storm Sewer Pipe 8 In. Diam.	LF	\$45.00	220	\$9,900
14	Catch Basin Type 1	EA	\$1,200.00	2	\$2,400
15	Shoring or Extra Excavation	LF	\$1.00	220	\$220
16	Select Backfill, as Directed	CY	\$30.00	0	\$0
17	Blowoff Assembly	EA	\$1,500.00	1	\$1,500
18	Service Meter Connection	LS	\$1,200.00	1	\$1,200
	Service Connection Pipe 1 In. Diam.	LF	\$10.00	400	\$4,000
19	PVC Sanitary Sewer Pipe 4 In. Diam.	LF	\$40.00	160	\$6,400
20	Sewer Cleanout	EA	\$750.00	1	\$750
	Electrical Conduit	LF	\$15.00	410	\$6,150
21	Cement Conc. Traffic Curb and Gutter	LF	\$40.00	30	\$1,200
22	Chain Link Fence	LF	\$15.00	420	\$6,300
23	Cement Conc. Sidewalk 4-Inch Thick	SY	\$100.00	100	\$10,000
24	Cement Conc. Curb Ramp	EA	\$1,200.00	2	\$2,400
25	Illumination System, Complete	LS	\$10,000.00	1	\$10,000
26	Pavement Markings	LS	\$2,000.00	1	\$2,000
27	Restroom Installation	LS	\$12,000.00	1	\$12,000
28	Precast Concrete Wheel Stop	EA	\$100.00	20	\$2,000
	Subtotal				\$201,420
	10% Contingency				\$20,142
	Subtotal				\$221,562
	Design Engineering				\$26,587
	Construction Engineering				\$33,234
	Testing				\$5,616
	Subtotal - Site Improvements				\$287,000
Estimated Partial Project Cost					\$664,000
Additional Project Items Not Included in Estimated Cost					
Restroom Purchased Through State Bid Playground Equipment Playground Surfacing City-Installed Irrigation System Permits Electrical Service Landscaping Benches and Other Amenities					



2803 River Road
 Yakima, WA 98902
 509.966.7000
 Fax 509.965.3800
 www.hlacivil.com

PRELIMINARY
 SUBJECT TO REVISION
60% SUBMITTAL

REVISION	DATE

JOB NUMBER: 15084
 DATE: 04-18-16
 FILE NAMES:
 DRAWING: 15084.dwg
 PLAN:
 DESIGNED BY: TWP
 ENTERED BY: JRS

CITY OF SELAH
VOLUNTEER PARK
SITE IMPROVEMENTS
 OVERALL LAYOUT PLAN

SHEET
 2 OF 7



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



COUNCIL MEETING ACTION ITEM

5/10/2016 N – 2

Title: Resolution Authorizing the City to Terminate its Business License Services Agreement with the Washington State Department of Revenue and to Authorize the Mayor to Sign an Agreement For the Purchase of Business License Software

Thru: Donald Wayman, City Administrator

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$8,500; (\$ 5,250 in 2016 and \$3,250 in 2017)

Funding Source: Fund 001 General

Staff Recommendation:

Approval

Background / Findings & Facts:

The City desires to terminate its current agreement with the Washington State Department of Revenue for Business License processing and to purchase software allowing us to perform in-house processing. These changes will simplify and expedite the process.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Recommended Motion:

I move to approve the Resolution authorizing the City to terminate its agreement with the Washington State Department of Revenue for Business License processing and to authorize the Mayor to sign an agreement for the purchase of Business License software.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY TO TERMINATE ITS AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE FOR BUSINESS LICENSE PROCESSING AND TO AUTHORIZE THE MAYOR TO SIGN AN AGREEMENT FOR THE PURCHASE OF BUSINESS LICENSE SOFTWARE

WHEREAS, the City of Selah wishes to resume in-house processing of business licenses;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that City staff are authorized to notify the Washington State Department of Revenue to cease processing of City business licenses and the Mayor is authorized to sign an agreement with Vision Municipal Solutions for the purchase of business license software.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 10th day of May 2016.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk Treasurer

Robert Noe, City Attorney

RESOLUTION NO. _____



Vision Municipal Solutions, LLC
PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888) 223-6007
Website: www.visionms.net Email: info@visionms.net

Vision Software and Professional Services for:

The City of Selah

<u>Software:</u>	<u>Cost</u>	<u>Software Assurance</u>
Vision Business Licenses	\$6,000.00	\$900.00
Vision Reporting Services	<u>Included</u>	<u>Included</u>
Total Software	<u>\$6,000.00</u>	<u>\$900.00</u>

<u>Professional Services:</u>	
Electronic conversion of Licenses data files	\$1,000.00
Configuration of Microsoft SQL Server	\$ 300.00
On-site training (Not subject to sales tax)	<u>\$ 700.00</u>
Total Professional Services	<u>\$2,000.00</u>

GRAND TOTAL \$8,000.00

Contract Notes:

1. Travel expenses will be billed after scheduled Software is installed.
2. Sales and use tax applies to all quoted Software and professional services. Sales and use tax does not apply to on-site training.
3. Microsoft SQL Server 2012 Standard Edition or higher is recommended for Software. If the Licensee owns Microsoft SQL Server, this can be set up for Software. If Licensee needs to purchase Microsoft SQL Server 2014, the approximate cost is \$800 for the initial license and \$200 for each additional user.
4. The cost for data conversion is an estimate, actual cost will be determined after completing a review of Licensee's data. Actual costs will be agreed upon by Developer and Licensee before the conversion begins.
5. Sale of Software is subject to the below described Software License Agreement.



Vision Municipal Solutions, LLC
PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888)223-6007
Website: www.visionms.net Email:info@visionms.net

Software License Agreement between The City of Selah and Vision Municipal Solutions, LLC

This Software License Agreement ("Agreement") is made by and between **Vision Municipal Solutions, LLC** ("Developer") and The City of Selah ("Licensee").

Developer has developed and licenses to users its Software programs marketed and sold under the name "Vision Licenses," and/or "Vision Reporting Services" (collectively, "Software").

Licensee desires to utilize a copy of the Software.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, Developer and Licensee agree as follows:

1. License:

Developer hereby grants to Licensee a perpetual, non-exclusive, non-transferable, and irrevocable license to use the Software at The City of Selah, on the terms, and subject to the conditions, set forth herein.

2. Restrictions:

Licensee shall not modify Software source code, duplicate, copy, or reproduce Software, or transfer or convey Software, or any right in Software, to any third party without the express, prior written consent of Developer. Notwithstanding the foregoing, Licensee may make copies of Software for backup or archival purposes.

3. License Fee:

For and in consideration for the grant of the herein license and the use of Software, Licensee agrees to pay Developer the sum of \$6,000.00 plus any and all applicable sales or use tax.

4. Warranty:

A. Developer hereby represents and warrants to Licensee that Developer is the sole owner of the Software or otherwise has the right to grant to Licensee the rights to use Software.

B. For a period of one year (365 days) following the installation of Software to Licensee, Developer warrants that Software shall perform in all material respects according to Developer's specifications. In the event of any breach or alleged breach of this warranty, Licensee's sole and exclusive remedy shall be that Developer shall correct Software so that it operates according to the warranty. This warranty shall not apply if (i) Software is in anyway modified by Licensee, (ii) if Software is used improperly, including, without limitation, improper data entry, (iii) Software is not used with appropriate computer equipment, or (iv) if Software is used on operating systems or environments not approved by Developer.



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PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888)223-6007
Website: www.visionms.net Email:info@visionms.net

5. Annual Software Assurance Program Schedules:

The Software Assurance Program includes telephone support, email support, and on-line programs provided by Developer and product updates and enhancements to include any standard reports added to the system. Licensee will be required to have a high speed internet connection for Software updates and allow Developer the right to remote access for program updates and maintenance work when required. As part of the Software Assurance Program, Developer shall provide to Licensee any new, corrected, or enhanced versions of Software as created by Developer. Such enhancements shall include, but shall not be limited to, all modifications to Software that increase the performance, efficiency, or ease of use of the Software, or add additional capabilities or functionality to the Software. "Enhancements" do not include any customizations to Software requested by Licensee, which shall be will be quoted on a per-job basis at Developer's then hourly rate (currently, \$125.00 per hour, but such rate is subject to change).

In the year of Software installation, the Software Assurance amount listed on page 1, will be billed. After the year of Software installation, Developer shall bill Licensee on an annual basis, payable in advance, for the Software Assurance Program, at Developer's then current rates.

6. Payment and acceptance:

Payment for Software, hardware, and installation services shall be made by Licensee after all items contracted for have been delivered and Licensee has deemed all Software, hardware, and installation services delivered and accepted.

7. Time Payment Schedule:

Licensee has requested a payment plan for Software over a period of ___ years. Developer will bill Licensee in January of each year pursuant to such schedule, including then applicable sales and use tax. Licensee may at any time prepay without penalty or premium all amounts due under the payment plan.

If Licensee elects to terminate its agreement for software and services with Developer, all remaining amounts under the payment plan for Software, if any, are immediately due and payable, along with then applicable sales or use tax. The Software Assurance Program shall then immediately terminate and Developer shall not bill Licensee for any future years, nor shall Developer refund Licensee any amounts. Payment Plan does not include applicable taxes or options.

2 Year Payment Plan	
Software Financed	\$6,000
\$6,000 ÷ 2 years = \$3,000	
On-site Training	\$700
Electronic conversions	\$1,000
Config MS SQL	\$300
<i>(Billed upon completion of training)</i>	
Payment Schedule:	
1st year	\$5,000 + annual assurance
2nd year	\$3,000 + annual assurance



Vision Municipal Solutions, LLC
PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888)223-6007
Website: www.visionms.net Email:info@visionms.net

8. Limitation of Liability:

Developer shall not be responsible for, and shall not pay, any amount of incidental, consequential, or other indirect damages, whether based on lost revenue or otherwise. In no event shall Developer's liability hereunder exceed the amount of license fees paid by Licensee regardless of whether Licensee's claim is based on contract, strict liability, or product liability.

9. Installation Travel Expenses billed to the customer:

Licensee shall reimburse Developer for any and all travel expenses associated with the installation of Software at Licensee's site. If Developer uses Developer's vehicles (or Developer's employees use personal vehicles) Licensee shall reimburse Developer for mileage at then applicable IRS rates. If Developer (or employees of Developer) use a rental car, Licensee shall reimburse Developer for the actual rental car rate and actual gas charged. Licensee shall reimburse Developer for any and all per diem charges at the then current state published rate. Licensee shall reimburse Developer if Developer's employees are required to stay overnight.

Acceptance of Agreement:

Vision Municipal Solutions, LLC.

City of Selah



Accepted By (Signature)
Craig Lodgard

Printed Name
Managing Member

Title:
03/24/2016

Date

Accepted By (Signature)
SHERRY RAYMOND

Printed Name
MAYOR

Title
5/10/16

Date



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



COUNCIL MEETING ACTION ITEM

5/10/2016 N – 3

Title: Resolution Establishing City Sponsored Events where Alcohol may be Permitted

Thru: Donald Wayman, City Administrator

From: Donald Wayman, City Administrator

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Approval of the Resolution

Background / Findings & Facts:

To increase participation in the two City sponsored events, namely the Fourth of July event and the Autumn Festival, staff recommended allowing for the consumption of alcoholic beverages, within a confined and designated area, at City parks. To clarify which events are City sponsored, a Resolution has been drafted to list the events where alcoholic beverages may be possessed and consumed with regard to City parks/facilities

Recommended Motion:

Approval of Resolution Establishing City Sponsored Events where Alcohol may be Permitted.



**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:
3/8/2016	Ordinance Amending Section 6.46.020 of the Selah Municipal Code, "City Parks – Infractions and Penalties" to Permit Alcohol Consumption in City Parks and Facilities for City Sponsored Events; Establishing an Effective Date; and, Providing for Severability

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

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RESOLUTION NO. _____

A RESOLUTION ESTABLISHING CITY SPONSORED EVENTS WHERE ALCOHOL MAY BE PERMITTED.

WHEREAS, the Selah City Council passed Ordinance No. 1989 on March 8, 2016 which amended the Selah Municipal Code to provide that alcoholic beverages and liquor may be possessed and consumed within City parks and other facilities, if it is possessed and consumed in a confined and designated area in conjunction with a City sponsored and sanctioned event as established by City Council Resolution where all necessary permits for the alcohol have been obtained and only where the alcohol possessed and consumed is acquired at the event and not brought in from an outside source;

WHEREAS, the City Council now wishes to establish by Resolution those City sponsored events where alcoholic beverages and liquor may be possessed and consumed within City parks and other City facilities:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the following events and the City parks/facilities associated with such events are those events where, in accordance with Ordinance No. 1989 alcoholic beverages may be possessed and consumed:

<u>Event</u>	<u>Location</u>
1. Fourth of July	Carlton Park
2. Autumn Festival	Carlton Park

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 27th day of January, 2015.

Sherry Raymond, Mayor

ATTEST:

Dale Novobielski, Clerk/ Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

RESOLUTION NO. _____



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



COUNCIL MEETING ACTION ITEM

5/10/2016 O – 1

Title: Ordinance Amending the 2016 Budget for the Purchase of Replacement Copy Machines and Authorizing the Surplusing of the Replaced Copiers

Thru: Donald Wayman, City Administrator

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$ 29,055

Funding Source: Fund 170 CE Equipment Res. \$ 16,552, Fund 150 Fire Equipment Reserve \$ 7,124, Fund 110 City Street \$ 1,537, Fund 411 Water \$ 2,305 and fund 420 Sewer \$ 1,537.

Staff Recommendation:

Approve Ordinance.

Background / Findings & Facts:

The City has 4 copy machines which are between 5 and 8 years old. The City sets aside money annually into fund 170 CE Equipment Reserve for the replacement of General fund copiers using an estimated life cycle of 5 years. Maintenance costs increase with the age of a copier and updating the machines would have saved the City approximately \$ 3,300 last year based on 2015 copy usage. The vendors have guaranteed the new rates will not change for 5 years and will increase by 5% in year six. Another issue is that the Fire department has been notified by its current maintenance service provider that they are



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



unwilling to provide service beyond the current year due to the copier's age. The City evaluated price quotes from 3 copy machine manufacturer vendors and all departments selected the Konica-Minolta brand. The City also desires to surplus the replaced copiers and authorize the departments to dispose of them using legal and customary methods.

Recommended Motion:

I move to approve the Ordinance amending the 2016 budget for the purchase of 4 replacement copiers and the surplusing and disposal of the replaced machines.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2015 BUDGET FOR THE PURCHASE OF REPLACEMENT COPY MACHINES AND AUTHORIZING THE SURPLUSING OF THE REPLACED COPIERS

WHEREAS, the City desires to approve an adjustment to the 2016 Budget for the replacement of copy machines and to authorize the surplusing and disposal of the replaced copiers;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2015 Budget as follows:

Section 1. 2015 Budget Amendment

001 General

Non-Departmental

001.000.097.397.00.00.00 Operating Transfers-In \$ 16,552

001.000.094.594.18.64.00 Machinery & Equipment \$ 16,552

103 Fire Control

103.000.022.397.00.00.00 Operating Transfers-In \$ 7,124

103.000.094.594.22.64.00 Machinery & Equipment \$ 7,124

110 City Street

110.000.094.594.42.64.00 Machinery & Equipment \$ 1,537

110.000.999.508.80.00.00 New Ending Unreserved Fund Balance \$ 71,602

150 Fire Equipment Reserve

150.000.022.597.00.01.00 Operating Transfers-Out \$ 7,124

150.000.008.508.80.00.00 New Ending Unreserved Fund Balance \$ 166,077

170 CE Equipment Reserve

170.000.097.597.00.01.00 Operating Transfers-Out \$ 16,552

170.000.008.508.80.00.00 New Ending Unreserved Fund Balance \$ 421,496

411 Water

411.000.094.594.34.64.00 Machinery & Equipment \$ 2,305

411.000.999.508.80.00.00 New Ending Unreserved Fund Balance \$ 1,029,267

415 Sewer

415.000.094.594.35.64.00

Machinery & Equipment

\$ 1,537

Section 2. Property Declared Surplus.

The replaced copiers are also declared as surplus and City department personnel are authorized to dispose of said copiers using legal and customary methods.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 10th day of May 2016.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk-Treasurer

APPROVED AS TO FORM:

Robert Noe, City Attorney

ORDINANCE NO. _____

11/25/2015					Annual	Usage	Cost		Cost		Current	Proposed	Annual
Location	Brand	Date	Cost	Frequency	Black	Color	Black	Color	Black	Color	Cost	Cost	Savings
City Hall	Ricoh MP C2550	11/23/2010	\$4,346	Qtrly	68,491	3,000	\$0.0128	\$0.1022	\$0.0075	\$0.0500	\$1,183	\$664	\$519
Fire	Oce CM 4521	5/13/2008	\$11,889	Monthly	18,419	9,813	\$87.85 for 3,500 > \$0.01298	0.08657	0.0075	0.05	\$1,771	\$629	\$1,143
Public Works	Oce CM 4521	9/22/2009	\$11,924	Monthly	43,391	31,169	\$46.59 for 4,000 > \$0.01199	\$0.0680	0.0075	\$0.0500	\$2,458	\$1,884	\$574
Recreation	Ricoh MP C2503	6/25/2014	\$7,956	Monthly	27,612	16,077	0.0078	0.0578	0.0075	0.05	\$1,145	\$1,011	\$134
Police	Ricoh MP C2550	11/23/2010	\$4,346	Qtrly	30,610	17,341	\$0.0128	\$0.1022	\$0.0075	\$0.0500	\$2,164	\$1,097	\$1,068

	Price	Print Speed	Paper Trays	Will Dispose of Old Copier	Cost per Copy	Staples Included	Dual Scan ADF	Folding Device
Canon	\$7,547	40	4/550 sheet	?	.0074 B/W .05 Color	No	?	?
Konica	\$6,583	36	2/550 sheet & 2,500 sheet	Yes	.0075 B/W .05 Color	Yes	Yes	+\$ 517.24
Ricoh	\$6,141	35	2/550 sheet & 2,000 sheet	Yes	.008 B/W .052 Color	Yes	No	+\$ 1,200.00



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



COUNCIL MEETING INFORMATIONAL ITEM

5/10/2016 Q – 4A

Title: Parks Board Minutes – March 7, 2016

Thru: Donald Wayman, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Informational only

Background / Findings & Facts:

N/A

Recommended Motion:

N/A

City of Selah
Parks & Recreation Board Minutes
March 7, 2016

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

A. CALL TO ORDER

Chairman Baranowski called the meeting to order at 5:00pm.

B. ROLL CALL

Members Present: John Baranowski; Eric Neumeyer; Tony Creach; Derick Moudy; Dan Smith;
Diane Underwood

Members Absent: Bill Callahan

Staff Present: Ty Jones, Public Works Utility Supervisor; David Mullen, Recreation
Manager; Monica Lake, Executive Assistant

Guests:

C. REVIEW OF MINUTES FROM THE January 11, 2016 MEETING

Board Member Moudy moved, and Board Member Neumeyer seconded, approval of the January 11, 2016 minutes as written. By voice vote, support was unanimous.

D. COMMUNICATIONS:

1. Introduction of David Mullen, Recreation Manager

Recreation Manager Mullen introduced himself to the Board.

Board Member Neumeyer wondered if the Parks Board was to be part of the selection process for a new Recreation Manager.

2. Introduction of Diane Underwood, Council Representative

Board Member Underwood introduced herself to the Board and inquired about the Board's role and responsibilities.

Chairman Baranowski responded that they are supposed to have a meeting every month, approve a preliminary budget to present to the Council, be part of interview process, and see items related to parks and leisure before they are presented to Council.

E. GENERAL BUSINESS

1. Volunteer Park
 - a. SEPA Completed
 - b. Lead and Arsenic Test
 - c. Play Equipment Arrived

Public Works Utility Supervisor Jones said that SEPA has been completed, and the testing done by the Department of Ecology indicates elevated levels of lead and arsenic. He noted that full details on the matter will be presented at the next Council Meeting. A brief discussion followed.

Recreation Manager Mullen noted that the playground equipment is being stored at the Public Works facility.

2. Bids Out for Consultant Selection- 60 days (pool)

Recreation Manager Mullen informed the Board that there is an RFP out for bids, with a sixty-day window to give people more time to submit.

F. OLD BUSINESS

1. Sign at Wixson Park has been replaced

Public Works Utility Supervisor Jones stated that the sign has been replaced with a properly spelled sign.

G. NEW BUSINESS

1. New Booster Pump Station Palm Park- toy relocation, toy upgrade?

Public Works Utility Supervisor Jones said that the City has been approved for a DWSRF loan to install a new booster pump station at Palm Park, with design this year and construction next year, which will result in relocation of the playground equipment. A brief discussion followed.

Chairman Baranowski requested that a review of the six-year plan be an agenda item at the next meeting.

H. PARK BOARD MEMBER REPORTS

Board Member Neumeyer said that basketball was great, and t-ball is going currently, with flag football to follow.

Board Member Creach expressed his thanks to Recreation Manager Mullen for helping out the lacrosse team with spreading topsoil.

Chairman Baranowski said that there was a nice article in the paper about lacrosse, which is also in the Parks Six Year plan.

Board Member Moudy indicated his excitement about the possibility of a Selah Fall Festival but wondered about allowing alcohol in parks, and where the Board has a role in that.

Chairman Baranowski responded that all things related to the parks should come to the Board prior to going to Council.

City Administrator Wayman joined the meeting, to address Board Member concerns about their role and the Ordinance regarding alcohol in parks that will be presented to Council the following night. Discussion followed regarding the role of the Parks Board as outlined in the City's Municipal Code, whether the City needs the Board, and an overview of various matters pertaining to parks and leisure activities within the City.

Board Member Underwood polled the members of the Board regarding the proposed Ordinance permitting alcohol in City parks, for specific City-sponsored events. A brief discussion followed.

Chairman Baranowski requested that staff review the section in the proposed Ordinance relating to dogs in parks, as he felt that it had been relaxed to allow dogs at some of the parks.

Board Member Moudy suggested adding that as an agenda item in the future.

Recreation Manager Mullen gave a brief update on current and upcoming sports activities.

Public Works Utility Supervisor Jones apologized for the agenda, saying that he will read the RCWs and get better communication between City staff and the Board.

ADJOURNMENT:

Board Member Creach moved, and Board Member Moudy seconded, that the meeting be adjourned. By voice vote, the motion passed unanimously.

The meeting was adjourned at 6:09 pm.