

Study Session Minutes
Selah City Council
May 12, 2015
3:30pm

Mayor Gawlik opened the Study Session.

Assistant to the City Administrator Potter discussed the proposed branding and marketing that the City, along with the Selah Downtown Association, the Selah School District, and the Selah Chamber of Commerce, are looking into. He reviewed the information provided in the packet, then opened the floor to questions.

Discussion followed on the draft contract, whether the City should provide additional funds above the fifteen thousand dollars already budgeted for the Selah Downtown Association, what would need to come to Council for approval, and the process involved.

The Study Session ended at 3:58pm.

City of Selah
Council Minutes
May 12, 2015

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

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

B. Roll Call

Members Present: Paul Overby; John Tierney; Dave Smeback; Roy Sample; Jane Williams

Members Excused: Allen Schmid

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

C. Pledge of Allegiance

Council Member Smeback led the Pledge of Allegiance. Pastor Mark Flippin gave the prayer.

D. Agenda Changes **None**

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

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

G. Communications

1. Oral

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

2. Written

a. April 2015 Monthly Report for Building Permits and Inspections, Animal Control and Code Enforcement

Council Member Tierney wondered why three permits were issued for the same house.

Public Works Director Henne responded that permits are broken out so that they can be issued separately if need be.

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: April 28, 2015 Study Session & Council Meeting

* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 78530 – 78567 for a total of \$230,154.97

Claim Checks Nos. 65720 – 65810 for a total of \$138,156.19

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

J. Public Hearings **None**

K. New Business **None**

L. Old Business **None**

M. Resolutions

1. Resolution Authorizing the Mayor to sign a Professional Service Agreement with the Yakima Valley Conference of Governments (YVCOG) For Professional Services to update the City Growth Management Act (GMA) Comprehensive Plan

Public Works Director Henne addressed M – 1. He said that the GMA Comprehensive Plan needs to be updated by July 1, 2017, and that he is proposing that the City use YVCOG to assist with preparation for the update, as they have provided this service to other entities in the past and are familiar with the process. He referred Council to the information provided in the packet for details on the scope of the agreement, adding that the City has utilized a firm from Bellevue in the past but he would prefer to use a local agency this time.

City Administrator Wayman agreed with Public Works Director Henne.

Shawn Conrad, Senior Planner for YVCOG, approached the podium and addressed the Council. She said that her organization has experience with this, and they are currently working with many cities in the valley. She state that they recognize the importance of having the plan completed for the deadline, as there are grants and funds that require compliance. She noted that the contract expires at the end of the calendar year, but that it can be extended if the City wishes to do so.

Council Member Smeback wondered if there were specific areas to focus on.

Ms. Conrad responded that she didn't think so; there is a lot of data similar to other cities and nothing stands out just yet.

Council Member Williams wondered if they would have recommendations for changing the municipal code, or if that would be the Council's job.

Ms. Conrad replied that there are three components to the GMA: the Comprehensive Plan, the Critical Area Ordinance update, and the regulations update. She said that they will review to make sure everything is in compliance, and that there are some changes to the GMA that will need to be incorporated.

Council Member Williams expressed her desire to involve the public in the process.

Mayor Gawlik commented that public hearings are required.

Ms. Conrad responded in the affirmative, saying that they would hold workshops, update the Comprehensive Plan and Critical Areas Ordinance, and then make it available for public review.

Mayor Gawlik asked if they'd have input from the public.

Ms. Conrad replied in the affirmative.

Council Member Smeback inquired if some of the work done to and evaluation of a city's ability to extend services.

Ms. Conrad responded in the affirmative, adding that she is working with Public Works Director Henne on a twenty year plan timeframe.

Council Member Sample wondered if there would be any changes in the urban growth area.

Ms. Conrad replied in the affirmative, noting that she will meet with staff to discuss a timeline to finish the updates 2017.

Council Member Overby asked if she would consult with staff prior to talking with the public.

Ms. Conrad indicated that she would do so both prior and during the process.

Council Member Overby felt this would be a good topic for a retreat.

Public Works Director Henne said that state guidelines highlight specific elements that need to be changed by the City, such as the water plan and the transportation element. He noted that there would be an additional cost to the City if they opted to go with an outside firm rather than utilizing YVCOG. He noted that he'll also meet with Yakima County planners to discuss boundaries and population growth, although he doesn't see an enlargement of the growth management area.

Council Member Overby moved, and Council Member Smeback seconded, to approve the Resolution Authorizing the Mayor to sign a Professional Service Agreement with the Yakima Valley Conference of Governments (YVCOG) For Professional Services to update the City Growth Management Act (GMA) Comprehensive Plan. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback –yes; Council Member Sample – yes; Council Member Williams – recused. By voice vote approval was unanimous.

2. Resolution Authorizing the Mayor to award the construction contract for the Wernex Loop Transportation Alternatives Program (TAP) Sidewalk Project

Public Works Director Henne addressed M – 2. He said that they had a bid opening on April 29th, and that the low bid was seven percent under the engineer's estimate. He commented that the Selah School District has already begun work on their part of the project, which involves a retaining wall, relocation of a fence and putting a sidewalk back in, and that the City will start their portion around the 11th or 18th of June, He referred Council to the bid sheet, noting that it was fairly close this time, and that this is a no match project funded entirely by Federal tax funds.

Council Member Overby moved, and Council Member Tierney seconded, to approve the Resolution Authorizing the Mayor to award the construction contract for the Wernex Loop Transportation Alternatives Program (TAP) Sidewalk Project. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback –yes; Council Member Sample – yes; Council Member Williams – yes. By voice vote approval was unanimous.

N. Ordinances None

O. Reports/Announcements

1. Mayor

Mayor Gawlik announced that the annual Association of Washington Cities conference will be at the end of June, and requested that any Council Members interested in attending contact Executive Assistant Lake. He extended an invitation to those watching to attend the annual Community Days association.

Council Member Williams suggested a reminder about open filing.

Mayor Gawlik stated that open filing for the five Council positions on this year's ballot, as well as the Mayoral seat, runs through Friday. He invited everyone to attend the Sunrise Selah Meet & Greet, a weekly informal opportunity to meet with City staff and administration at Nana Kate's, every Wednesday from 7am to 9am.

2. Council Members

Council Member Overby had no report, but extended a welcome to City Administrator Wayman.

Council Member Sample welcomed City Administrator Wayman.

Council Member Tierney welcomed the new City Administrator. He expressed his desire to find a more appropriate name for Volunteer Park.

Council Member Smeback welcomed City Administrator Wayman and thanks Public Works Director Henne for his services as interim.

Council Member Williams welcomed City Administrator Wayman, and invited everyone to Community Days. She listed several of the events that will take place, such as the hobo feed, potato feed, and pancake breakfast.

3. Departmental

Public Works Director Henne said that they are getting the City ready for Community Days, adding that a carnival is already here. He noted that they are scheduled to stripe the streets just mid-week, although the possibility of rain would delay the project. He commented that a local business truck dumped oil on Pleasant Avenue, and that they put down absorbent to deal with it. He stated that they are busy with building permits and animal control calls.

Council Member Smeback asked about the City ordinance that requires one to build parking within a certain amount of time.

Public Works Director Henne responded that he doesn't recall the time frame off hand, but it does require a two inch minimum hard surface.

Council Member Smeback wondered how long the Civic Center's expanded parking would remain a gravel surface.

Public Works Director Henne replied that they chose to create additional parking rather than simply fence off the lots, and that the City is not a business. He added that he prefers not to pave the area then tear it out if a new Civic Center required it.

Council Member Tierney inquired if they should proceed with the paving while oil prices are low.

Public Works Director Henne reiterated that a decision needs to be made regarding the Civic Center prior to paving the parking area. He noted that Carlon Park's lot had gravel for a while before the City paved the parking area.

Clerk/Treasurer Novobielski gave an update on property tax revenues, noting that the City is currently at forty-eight percent of the budgeted amount for the year. He added that the amount received is approximately three thousand dollars more than the same time last year.

Community Planner Durant said that he is still working on the backlog, but is making progress. He commented that the Hearing Examiner will be at the next meeting to present his annual report and address any questions Council may have.

Council Member Williams asked if it would be a study session or during the regular meeting.

Community Planner Durant responded that it will be a study session.

Recreation Manager Brown said that they are looking at an expansion of the pool deck per input from the pool survey. He invited people to the hobo feed and other Community Days events, noting that he will have a booth at Wixson Park with information on the pool project and Volunteer Park.

Council Member Williams inquired about the parade route and start time.

Mayor Gawlik replied that it will start at 10am, and will follow the same route as last year along Wenas Road and onto Jim Clements Way.

Fire Chief Hanna gave an update on the recent fire events, noting that both required help from our mutual aid partners. He reminded everyone to take precautions when burning outdoors. He said that they will be doing inspections on the park vendors Friday and Saturday.

Mayor Gawlik requested that he address the issue of hillside fire by the homeless camps.

Fire Chief Hanna responded that they don't have a cause for the fire, but the origin was at the camps.

Mayor Gawlik remarked that Police Chief Hayes has a letter from the property owner that gives police the authority to remove anyone camping in that section.

Council Member Tierney asked if Fire Chief Hanna had an opportunity to talk to Mr. Owens yet.

Fire Chief Hanna responded in the negative. He noted that there have been two fires by the river, one of which was outside City limits but still within the Fire District.

Police Chief Hayes said that they are ready for Community Days. He stated that they have been down to the homeless camps three times, removing one person the last time, and that they will continue their efforts in that matter.

Council Member Williams wondered if the land could be cleared.

Police Chief Hayes replied that it would be difficult to do, as it would be challenging to get equipment into that area.

City Administrator Wayman thanked the Mayor for the opportunity to be City Administrator, and the City staff for their initial briefings. He also thanked the Council Members for their one on one meetings.

City Attorney Noe had no report.

4. Boards

a. Parks Board Minutes – January 5, 2015

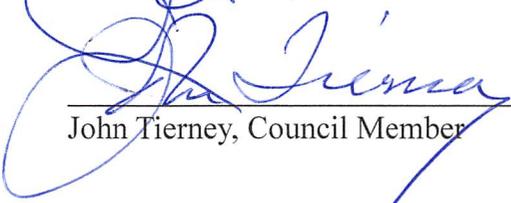
P. Executive Session **None**

Q. Adjournment

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

The meeting adjourned at 4:56pm.



John Cawlik, Mayor

John Tierney, Council Member

Paul Overby, Council Member

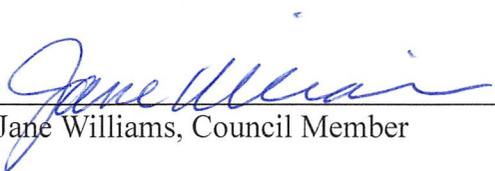


Dave Sméback, Council Member

EXCUSED

Allen Schmid, Council Member



Roy Sample, Council Member

Jane Williams, Council Member

ATTEST:



Dale E. Novobielski, Clerk/Treasurer