

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 rinks, and switching to bottled inventory will allow them to keep an accurate inventory or 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 1<sup>st</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup>, 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 1<sup>st</sup> 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 16<sup>th</sup> 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 17<sup>th</sup> to discuss the proposed Ordinance, which should go before the City Council at the June 24<sup>th</sup> 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.**

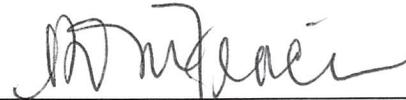
R. Adjournment

**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.

  
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Paul Overby, Council Member

  
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Dave Smeback, Council Member

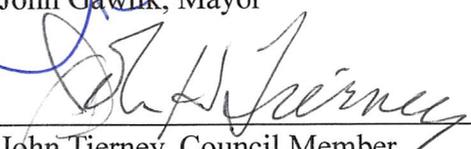
  
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Brooke Finch, Council Member

  
\_\_\_\_\_  
Jane Williams, Council Member

ATTEST:

  
\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

  
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John Gawlik, Mayor

  
\_\_\_\_\_  
John Tierney, Council Member

EXCUSED  
\_\_\_\_\_  
Allen Schmid, Council Member

  
\_\_\_\_\_  
Roy Sample, Council Member