

SELAH CITY COUNCIL

5:30pm November 22, 2016



Selah City Council
 Regular Meeting
 Tuesday, November 22, 2016
 5:30pm
 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:
 City Attorney:
 Clerk/Treasurer:

Don Wayman
 Bob Noe
 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. Sarah Williams and Stacey Whitaker-Powell
 - 2. Whitney Stohr, Selah Downtown Association – Small Business Saturday Nov. 26th
- 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

Monica Lake a. Selah Downtown Association Monthly Report

J. Proclamations/Announcements

Mayor Raymond 1. Selah Downtown Association Small Business Saturday November 26, 2016

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: November 8, 2016 Study Session & Council Meeting
- Dale N. * 2. Approval of Claims & Payroll

L. Public Hearings

Dale N. 1. Public hearing to discuss the proposed 2017 budget for the City of Selah.

M. General Business

1. New Business **None**

2. Old Business

Dick Graf a. Real Estate

N. Resolutions

Rick Hayes * 1. Resolution authorizing the Mayor to sign a Law Enforcement Assistance Agreement relating to Communications between the City of Selah and Yakima County

Don Wayman * 2. Resolution authorizing the Mayor to Sign an Agreement with Central Washington Insurance Agency, INC. for Brokerage Services

Joe Henne 3. Resolution Authorizing the Mayor to sign the HLA Engineering and Land Surveying Inc., Supplemental Agreement Number 2 for the Valleyview Ave./S. Third St./Southern Ave./S First St. Project

O. Ordinances

Bob Noe 1. Ordinance of the City of Selah, Washington, amending Selah Municipal Code Section 1.06.010 relating to the times for regular City Council meetings

P. Public Appearances **None**

Q. Reports/Announcements

- 1. Departments
- 2. Council Members
- 3. City Administrator
- 4. Boards
- 5. Mayor

R. Executive Session

- 1. 30 Minute Session – Real Estate RCW 42.30.110 (1) (c)
- 2. 15 Minute Session – Personnel RCW 42.30.110 (1) (f)

S. Adjournment

Next Study Session December 13, 2016
 Next Regular Meeting December 13, 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

11/22/2016 I – 2A

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 October 2016

Recommended Motion:

N/A

Selah Downtown Association
Treasurer Report
11/14/16

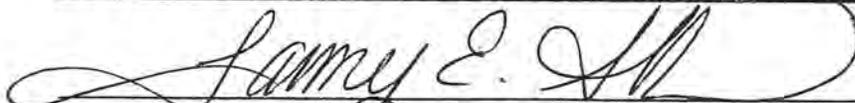
INCOME

Beg. Balance	\$35813.60
Farmer's Market Income	249.50
Gala Income	4684.30
Pacific Power	1000.00
Fall Festival Income 50/50 raffle	141.55
Total Income	<u>\$41,888.95</u>

EXPENSES

Payroll (Sept.-Whitney)	\$1538.67
Payroll (Oct.-Whitney)	1518.52
Employee Taxes (L&I, Unemployment, 941, Fine)	1401.83
Leadership Training Expenses	238.86
Selah Arts Festival Expenses	590.00
Gala Expenses	2852.66
Office Expenses (Sept. & Oct. Whitney)	326.11
Tree Top Parklett Expenses	117.36
Farmer's Market Expenses	321.61
Fall Festival Expenses	29.72
Total Expenses	<u>\$8935.34</u>

CURRENT BALANCE ON HAND **\$32,953.61**


Tammy E. Allan, Treasurer SDA

11/14/16
Date



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



COUNCIL MEETING INFORMATIONAL ITEM

11/22/2016 J – 1

Title: Selah Downtown Association Small Business Saturday November 26, 2016

Thru: Donald Wayman, City Administrator

From: Sherry Raymond, Mayor

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

N/A

Background / Findings & Facts:

The Selah Downtown Association desires to promote the business community by promoting Small Business Saturday. They have been designated as a Neighborhood Champion by American Express and wish to encourage citizens to support local businesses.

Recommended Motion:

N/A



CITY OF SELAH

115 West Naches Avenue
Selah, Washington 98942

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

CITY OF SELAH, WASHINGTON PROCLAMATION

Small Business Saturday
November 26, 2016

WHEREAS, small, locally owned businesses represent a vital part of the business community in the City of Selah and are essential to the economic strength and vitality of the city; and

WHEREAS, the City of Selah recognizes the importance of supporting local businesses, encouraging residents to shop locally, and drawing consumers to Selah from outside the city; and

WHEREAS, Small Business Saturday was launched nationally in 2010 to encourage people across the country to shop locally and support small businesses at the start of the holiday season; and

WHEREAS, Small Business Saturday will again be recognized nationally following the Thanksgiving holiday, on Saturday, November 26, 2016; and

WHEREAS, Selah Downtown Association has been designated as a "Neighborhood Champion" by American Express, a Founding Member of Small Business Saturday, and is committed to promoting the day and educating the public about Small Business Saturday and the importance of shopping local in Selah; and

WHEREAS, the City of Selah wishes to further support the efforts of Selah Downtown Association and the small business community of Selah by recognizing Small Business Saturday.

NOW, THEREFORE, I, Sherry Raymond, Mayor of the City of Selah, do hereby proclaim November 26, 2016 as "Small Business Saturday" in the City of Selah; and do further encourage broad participation by the small business community and the support of small, locally owned businesses by all city residents.

Sherry Raymond, Mayor





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



COUNCIL MEETING ACTION ITEM
11/22/2016 K – 1

Title: Approval of Minutes: November 8, 2016 Study Session & 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)

Study Session Minutes
Selah City Council
November 8, 2016
2:30pm

Mayor Raymond opened the Study Session, welcoming the representatives from Traho Architects and inviting them to speak.

Barbara Klein and Nancy Chiron, Traho Architects, P.S., gave a PowerPoint presentation on the predesign report, which has been attached as part of the record for these minutes.

The Study Session ended at 4:00pm.

City of Selah
Centennial Hall
Predesign Report
November 2016



4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
A.	BUILDING				
1.	CITY HALL and MUNICIPAL COURT				
a.	Public/ Museum - Lobby (Multi use Options)				
	Main Covered Entry	1080	SF		
	Lobby / display area	600	SF		
	Rental / community meeting room	400	SF		
	Museum office (basement option)	120	SF		
	Display storage work area (basement option)	200	SF		
	Archival secure storage (basement option)	400	SF		
	Lease/ Vendor (TI for tenant improvements)	160	SF		
	2 single occupant restrooms (Lease)	220	SF		
b.	Shared Council and Court Spaces				
	Council chambers/municipal courtroom (public seating for 72)	1000	SF		
	Courtroom detection entry screening and pass table. Entry queue space	400	SF		
	City Council or court attorney's table	400	SF		
	Executive council, jury selection/deliberation room and public services large meeting room	600	SF		
	Storage - attorneys form file, electronics, chairs, lectern	200	SF		
	Entry agenda/sign-in table	100	SF		
	Main Public and staff restrooms	600	SF		
c.	Courtroom Spaces				
	Dais and ramps: witness, judge and clerk desks	400	SF		
	Judges quarters (access to dais and city hall staff area)	100	SF		
	Seating for jury or individuals in custody	200	SF		
	Clerk's office with secured cashier's window with roll up opaque closure (access to dais and city hall staff areas)	140	SF		
	Bailiff's office with cuff rail	100	SF		
	Bailiff's Entry and Work area: observe holding areas.	100	SF		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
d. City Hall Staff Areas					
	Staff single restrooms	220	SF		
	Mayor's office	180	SF		
	City Council shared - 1 office	100	SF		
	City Administrator	180	SF		
	City Manager's and Mayor's executive assistant office	120	SF		
	HR Director's office	120	SF		
	Future city executive office / meeting room	180	SF		
	Clerk / Treasurer's office	180	SF		
	Accounting / utilities open office- 4 work stations, access to payment window / copy machine and cashier receipt printer	300	SF		
	Customer counter and semi private intake room	300	SF		
	Mail room with shredder	120	SF		
	Selah Downtown Association (SDA) and Chamber of Commerce (cubicles)	180	SF		
	City legal counsel office - near court for atty / client meeting room	120	SF		
	Permit counter - staff side access	100	SF		
	Planning Director and Building Official	180	SF		
	Building plans examiner (2 staff)	200	SF		
	Code enforcement (2 staff)	200	SF		
	Address File/ Plans	300	SF		
	Community development lead (Future)	180	SF		
	Copy and supplies	100	SF		
	Vault	100	SF		
	Staff Break room seat 8 - near exec meeting room	200	SF		
	Janitor closet	80	SF		
	Server / data / LAN (shared with police department)	300	SF		
	First Floor Net Area City and Court total	11,760	SF	226.00	\$ 2,657,760
e. Archives/ Storage (Basement)					
	Court records	200			
	HR personnel records	400			
	Pre audit finance records (2 years)	300			
	Financial records	200			

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**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION Project # 16-08	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	City records	400			
	Seasonal décor	200			
	Elevator and machine room	180			
	Public restrooms	600			
	Computer storage and work room	200			
	Basement Net Area Court and City Total	2,680	SF	190.00	\$ 509,200
2.	POLICE DEPARTMENT				
a.	Main Floor				
	Waiting / refuge / entry	100	SF		
	Front Office / service reception window / dispatch	180	SF		
	Staff single restroom	100	SF		
	Staff single restroom	100	SF		
	Police Chief's office w/ conf table for 4	180	SF		
	Deputy Chief's office w/ conf table for 4	180	SF		
	Quarter Master supply	180	SF		
	ACO / animal control officer / codes office (cubicle)	100	SF		
	SRO officer (school resource officer) office	100	SF		
	Detective's office	100	SF		
	3 Sergeants offices (3 at 100 sf each)	300	SF		
	Chaplain's office (3 staff rotate or share)	100	SF		
	CSS offices (community services specialist) office	100	SF		
	8 Patrol & volunteer work stations, 50 sf each	400	SF		
	copy / print / supply room / uniforms / fingerprinting	300	SF		
	Break / kitchen room seat 8 full kitchen	300	SF		
	Active file storage (verify access and controls 4 LF now)	100	SF		
	2 interview rooms - 1 hardened for lockup; overflow holding for Court use	200	SF		
	Interview observation room	60	SF		
	Toilet room with remote flush for persons in custody	90	SF		
	Staff only secure entrance	100	SF		
	Garage 2 tandem bays and storage (tire stg, vehicle maintenance items)	1300	SF		
	Garage transfer sallyport	480	SF		
	Police Net Area First Floor Subtotal	5,150	SF	226.00	\$ 1,163,900

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**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION Project # 16-08	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
b. Police Net Area Training and Exercise (Basement)					
	Large training classroom, seat 40 CJTC classes, smart room (adjacent to EOC alcove, kitchen wall w/full refrigerator, microwave & sink	1000	SF		
	Armory / ammunition rated room with door control.	80	SF		
	Gun cleaning / weapon work room	120	SF		
	City (2) unisex single occupant shower and toilet rooms	500	SF		
	Locker room	500	SF		
	Dressing rooms	80	SF		
	Archive records storage (36 LF now)	200	SF		
	Evidence storage room	180	SF		
	Evidence drying room	80	SF		
	Evidence processing handling room & checkout	120	SF		
	Workout / exercise room/ combatant - for police department & city use	800	SF		
	General storage (low frequency demand)	400	SF		
	EOC alcove for gear	400	SF		
	Police and City Staff - Basement Total	4,460	SF	190.00	\$ 847,400
	Building Cost Subtotal				\$ 5,178,260.00
3. Building Cost Modifiers					
	First floor - city and court non assigned 35% x 11,760 circulation factor	4,116	SF	\$ 226.00	\$ 930,216.00
	First floor - police non assigned 35% x 5150 circulation factor	1,803	SF	\$ 226.00	\$ 407,478.00
	Basement non assigned circulation factor 35% x (2680 + 4460)	2,499	SF	\$ 190.00	\$ 474,810.00
	Low voltage communications conduit and wiring	1	LS	\$ 150,000.00	\$ 150,000.00
	Exterior walls	4,500	SF	\$ 226.00	\$ 1,017,000.00
	Elevator - (2 stops) package	1	EA	\$ 80,000.00	\$ 80,000.00
	Fire sprinklers & fire alarm (11,760 +2,680 +5150 +4460 +4,166 +1,803 +2499 + 4500 interior SF)	37,018	SF	\$ 5.00	\$ 185,090.00
	Prevailing wages (8% building cost subtotal)			\$ 414,260.80	\$ 414,260.80
	Escalation (5% year x 3 years - building cost subtotal x15%)			\$ 776,739.00	\$ 776,739.00
	Construction contingency 10% x building cost subtotal			\$ 517,826.00	\$ 517,826.00
Building Cost Including Cost Modifiers Subtotal					\$ 10,131,679.80

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**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	 Project # 16-08				
	WSSI - 4th Qtr 2016 rate .082			\$ 830,797.74	\$ 830,797.74
BUILDING COST INCLUDING COST MODIFIERS TOTAL					\$ 10,962,477.54
B.	SITE IMPROVEMENTS				
	Front entry court / patio - 4,000 sf	\$ 74,000.00	LS		
	Covered entries - court and police staff entrances	\$ 10,000.00	LS		
	Police found property storage, lighted carport	\$ 15,000.00	LS		
	Maintenance shed	\$ 10,000.00	LS		
	Flag pole with lighting	\$ 8,000.00	LS		
	Site furnishings: tables, chairs, planters, bike racks, fountain	\$ 50,000.00	LS		
	Emergency generator	\$ 75,000.00	LS		
	Building site monument sign (not incl LED reader board)	\$ 20,000.00	LS		
	Dumpster enclosure	\$ 10,000.00	LS		
	Retaining walls - 3' max ht x 100' long	\$ 25,000.00	LS		
	Police yard - fenced area for 13 vehicles (8 patrol, 5 ton command (tall), pool car, jail van, 2 trailers) fence included above (HLA)	\$ 27,000.00	LS		
	Fencing/ elec gates - ornamental (HLA)	\$ 55,000.00	LS		
	Landscaping & irrigation (HLA)	\$ 55,000.00	LS		
	Sidewalks 5'x4" per lin ft =2000 lf, on site (HLA)	\$ 37,000.00	LS		
	Storm water management (HLA) - swales	\$ 22,000.00	LS		
	Site utilities (electrical, power, water, sewer, irrigation, natural gas) includes electrical service for bldg. (HLA)	\$ 90,000.00	LS		
	Off site utilities, power pole removed, electrical burial, dry utility relocation (HLA)	\$ 70,000.00	LS		
	Sewer lift station for basement (HLA)	\$ 5,000.00	LS		
	Site security / lighting includes parking lot lighting (HLA)	\$ 27,000.00	LS		
	Street improvements, road approaches + 4th St., alley sidewalks (HLA)	\$ 37,000.00	LS		
	Parking lot with lighting for 50-60 vehicles (HLA)	\$ 80,000.00	LS		
	Hydrants (HLA)	\$ 27,000.00	LS		
	Street lighting (HLA)	\$ 40,000.00	LS		
	Clearing & grubbing / demo - salvage gravel (HLA)	\$ 22,000.00	LS		
	Data Line Extension	\$ 20,000.00	LS		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	Project # 16-08				
	Subtotal	\$ 911,000.00			
	Escalation - (5% year x 3 years) - subtotal x 15%	\$ 136,650.00			
	Construction contingency 10% - subtotal x 10%	\$ 91,100.00			
	Estimated Site Costs Subtotal	\$1,138,750.00			
	WSST - 4th Qtr. 2016 rate .082	\$ 93,377.50			
	ESTIMATED SITE COSTS TOTAL	\$1,232,127.50			\$ 1,232,127.50
C.	SOFT COSTS (NON CONSTRUCTION PROJECT COSTS) 4,000 SF				
	Police Department equipment		LS		
	SEPA review; in-house city completion		LS		
	Property Conditional Use Permit; in-house city completion		LS		
	Geotechnical report (completed \$8,000)		LS		
	Civil, includes design, civil submittals, spot site inspections	\$ 50,000.00	LS		
	HLA - predesign assistance (completed \$7,500)		LS		
	Ballot / voter bond fee from County Auditor	\$ 20,000.00	LS		
	Project management, planning through construction	\$ 280,000.00	LS		
	Legal notices/ publications for bidding	\$ 2,000.00	LS		
	Renderings and illustrations	\$ 5,000.00	LS		
	9% A/E fees (Architectural / Mechanical / Electrical / Structural) x Building Cost with Modifiers Subtotal	\$ 911,851.18	LS		
	Acoustical consulting	\$ 20,000.00	LS		
	Third party cost estimate	\$ 7,500.00	LS		
	Building signage - interior	\$ 8,000.00	LS		
	Document reproduction and shipping costs	\$ 4,000.00	LS		
	Fees and inspections	\$ 30,000.00	LS		
	Building permit and plan review	\$ 70,000.00	LS		
	Commissioning of new building; assumes enhanced commissioning & pressure testing of building envelope	\$ 55,000.00	LS		
	8% Furniture / fixture/ equipment (FF&E)/computers/phones/radios x building cost with modifiers Total; includes WSST	\$ 876,998.20	LS		
	Building security system	\$ 20,000.00	LS		
	Window Coverings	\$ 12,000.00	LS		
	Lockers 50	\$ 15,250.00	LS		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION Project # 16-08	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	Kitchen appliances	\$ 8,000.00	LS		
	Survey (HLA) (completed \$5,200)		LS		
	Utility connection fees water/sewer - power included previous page, 2" water-bldg \$1256; 3" water-fire \$2773; water ccr \$600; sewer 2" water \$6,795' 2" meter \$1500; 2" meter \$250 (HLA)	\$ 13,174.00	LS		
	Subtotal	\$2,408,773.39			
	Escalation - (5% year x 3 years) - subtotal x 15%	\$ 361,316.01			
	10% Construction cost project contingency - subtotal x 10%	\$ 240,877.34			
	Soft Costs (not including items in E. below)	\$3,010,966.73			\$ 3,010,966.73
D.	TOTAL ESTIMATED PROJECT COST				\$ 15,205,571.78
E.	Does not include:				
	Public relations / press release / medical - Vote Campaign				
	Accounting				
	Moving and move in costs				
	Ribbon cutting ceremony				
	Demolition of current City Hall and new work				
	Loan fees				
	Legal fees				
	Specialty consulting				

STAMP

REVISIONS

TRAHO
 ARCHITECTS, P.S.
 1403 N. 16th Avenue, Suite A - Nampa, WA 98626
 P: (509) 437-0001 F: (509) 437-0718 www.traho.com

CENTENNIAL HALL
 CITY OF SELAH

SHEET TITLE
PRELIMINARY BASEMENT PLAN

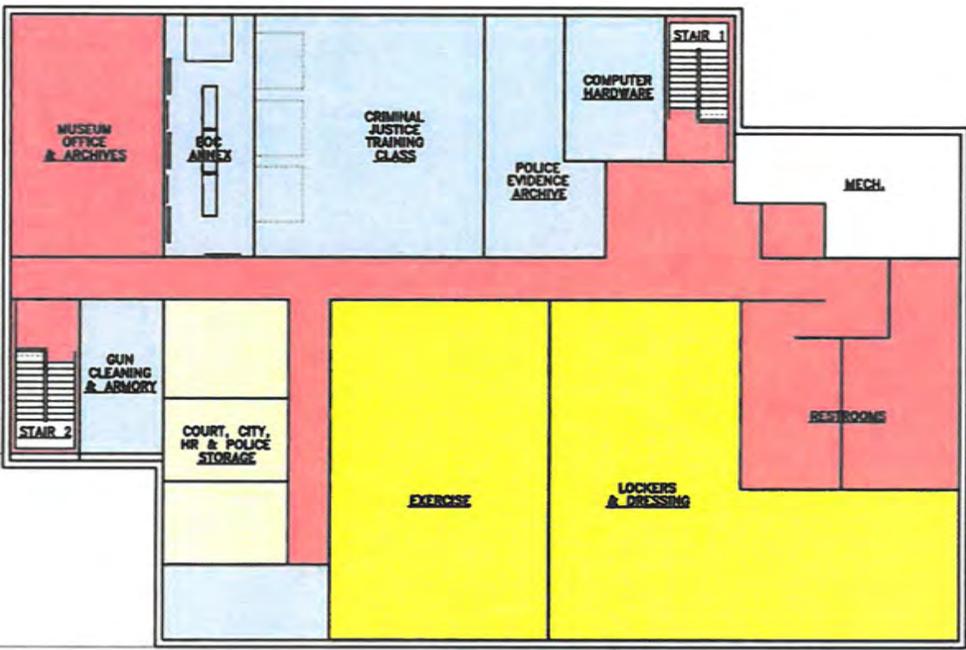
APPROVED PLAN DATE
 Oct. 19, 2016

ISSUING DATE
 Aug. 25, 2016

JOB NO.
 16-08

SCALE
 As Shown

SHEET NUMBER
5B.2

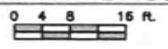


LEGEND

- POLICE DEPARTMENT
- PUBLIC
- CITY HALL
- PLANNING & CODE ENFORCEMENT
- SHARED



PRELIMINARY BASEMENT PLAN





TRAHO
ARCHITECTS, P.S.
1000 10TH AVENUE, SUITE 100, DENVER, CO 80202

CITY OF SELAH CENTENNIAL HALL
COMPLETION SCHEDULE



Item 6.b Schedule	2016	2017 Planning			2018 Design			2019 Construction			2020 Open			2021
PROJECT TASK DESCRIPTIONS	OND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA
Pre-design Report presentation	■													
city council and staff review	■													
council vote		■												
Project Management workshop		■												
financing path confirmed		■												
A/E contract		■												
A/E pre bond assistance			■											
select project manager			■											
select bid process (GCCM or DBB)			■											
Voter bond and/or loan approval			■											
architectural schematic design				■										
architectural design development				■										
select GCCM team				■										
A/E construction documents				■										
A/E construction administration				■										
negotiate MACC				■										
refine construction documents				■										
project technical specifications				■										
MACC bid packages				■										
bidding				■										
building permits & plan review				■										
award bid -Notice to Proceed				■										
site demolition and utility work					■									
building construction					■									
equipment selection/ purchase						■								
furniture selection and ordering						■								
finish / interior color selections						■								
existing police building lease expires							■							
building commissioning								■						
construction punchlist									■					
Police (soft) move in										■				
furniture installation											■			
equipment infrastructure install											■			
equipment delivery / installation											■			
punch list completed												■		
City staff move in													■	
Selah Centennial Hall ribbon cutting ceremony														■

■ Consultant Action
■ City Staff Action
■ City Council Action

City of Selah
Council Minutes
November 8, 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 4:05pm.

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Laura Ritchie; Roger Bell; Diane Underwood

Members Absent: Russell Carlson

Staff Present: 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 Underwood seconded to excuse Council Member Carlson from the meeting. By voice vote, approval was unanimous.

D. Pledge of Allegiance

Ms. Norma Smith led the Pledge of Allegiance.

E. Invocation

Pastor Rebekah Strobel gave the prayer.

F. Agenda Changes

Remove from Agenda:

1. Executive Session R – 1: 30 Minute Session – Real Estate RCW 42.30.110 (1) (c)

G. Public Appearances/Introductions/ Presentations

1. Donna Smith and Dan Ferguson, Dept. of Ecology – Outstanding Performance Award for Wastewater Treatment Plants

Mayor Raymond welcomed the visitors from Department of Ecology and invited them to speak.

Donna Smith approached the podium and addressed the Council. She said that Dan Ferguson and herself were there for a very special reason, to present the Selah Wastewater Treatment Plant staff with an Outstanding Performance Award for 2015, their ninth such consecutive award. She talked briefly about the plant and its importance to the community then presented Wastewater Treatment Plant Supervisor LaRoche with a plaque.

2. Harmit Bedi – Introduction of new employee

City Planner Bedi stated that the Panning Department has a new team member, and called her to the podium to introduce herself.

Administrative Assistant Jamie Pellicer-McCann approached the podium and addressed the Council. She expressed her excitement at being on the ground floor of the development of a new department.

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

I. Communications

1. Oral

Mayor Raymond opened the meeting. Seeing no one rise to speak, she closed the meeting.

2. Written

- a. October 2016 Monthly Report for Building Permits and Inspections and Code Enforcement

J. Proclamations/Announcements **None**

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: October 25, 2016 Study Session and Council Meeting
- * 2. Approval of Claims & Payroll;

Payroll Checks Nos. 80205 – 80231 for a total of \$256,066.42
Claim Checks Nos. 68481 – 68562 for a total of \$377,079.49

- * 3. Resolution N – 1: Resolution Authorizing the Mayor to Sign an Updated Section 125 Cafeteria Plan
- * 4. Resolution N – 2: Resolution declaring one 1984 Chevrolet 1 ton 4 wheel drive pickup and utility box, and one 250 gallon poly water tank as surplus
- * 5. Resolution N – 4: Resolution Authorizing the Mayor to Sign the Interlocal Correction / Detention Agreement with the Yakima County Department of Corrections for 2017

Council Member Tierney moved, and Council Member Bell 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 **None**
 - 2. Old Business
 - a. City Council Meeting times

Mayor Raymond deferred to City Attorney Noe.

City Attorney Noe said that council meeting times have been the subject of some discussion, and that to modify them you have to pass an ordinance. He hoped to get more direction on how Council wished to proceed, adding that if their decision is to proceed it would be brought as an Ordinance to a future meeting.

Council Member Tierney stated that he likes the times as they are currently.

Council Member Sample remarked that Council Member Carlson had also expressed his preference for it to remain the same.

Council Member Underwood felt that the current times are not fair to those who work, and that she would prefer it to be later.

Council Member Overby commented that he would like to see both held at five-thirty pm.

Council Member Ritchie agreed with him.

Council Member Tierney requested that they solicit comments from the public and staff.

Mayor Raymond invited those in attendance to share their comments.

Shirley Johnson-Hoy approached the podium and stated that she would like to see the meetings at either six or six-thirty pm, to allow for more feedback from the community.

Mayor Raymond asked the staff in attendance if they felt there was a greater public presence at later meetings.

Police Chief Hayes answered that he believes it is the same.

Public Works Director Henne responded that the meetings were at seven pm when he first started, then were changed to four pm, and four years ago split into one at four pm and one at six-thirty pm. He remarked that this has come up periodically over the years, without a change in attendance when times have changed, and that his personal opinion is that someone will come if they want to make it here.

Council Member Overby felt that was probably true regarding attendance, adding that he personally feels the burden of taking time off and vacation days to come here, and that when they have vacant council positions it can be challenging to have even a single person run. He opined that those who might be involved would not be because it cannot fit into their life. He felt that a lot of people just want to watch, and that for future council members and people wanting to get involved it will be a burden for those who are currently employed, adding that, as his job has changed, it has become harder and harder to attend meetings.

Council Member Tierney responded that they also have people who do not work a straight nine to five job, and that they cannot satisfy everybody in the community or on the council at once, adding that the later they start the later they end up being there.

Council Member Underwood remarked that they chose to be Council Members, and that she is lucky that her boss will allow her to leave early if given enough time, unless her coworker calls in sick. She added that she knows people who do not want to take time off work, but she would like to see more people from the younger crowd.

Council Member Tierney observed that, regardless of when they have the meetings, there have been times when they could not put together a quorum. He went on to say that, he has never seen Council Chambers full unless there was something demanding to the community, the different times did not make a difference regarding attendance, and that every person serving as an elected official has some obligation other than council, sometimes several at the same time.

Council Member Sample commented that he is retired and self-employed, but has empathy for the working people. He felt that if both meetings were at five-thirty then people could rush out of their jobs to attend.

City Administrator Wayman asked if Council would like to make a specific motion for times for each Tuesday and vote on the matter.

Council Member Tierney remarked that he would rather wait until they had a full quorum.

City Administrator Wayman responded that he was hoping that, if they took a vote, it would be for a specific time.

Council Member Underwood stated that she would like to see both times the same.

Council Member Ritchie inquired of City Attorney Noe if he was saying that they need to give direction for an Ordinance to vote on later.

City Attorney Noe replied that they can bring an Ordinance with blanks for the times, but it is better to just bring something for approval.

Council Member Ritchie moved, and Council Member Overby seconded, to direct that an Ordinance be put before Council to vote on at a future meeting where the times for both meetings start at 5:30 pm.

Civic Center Manager Tait addressed the council, saying that they will be here at whatever time Council chooses to hold their meetings, but to remember that many staff do have families and other engagements. She advised against having them too late at night, adding that those engaged with other city activities or boards have less time to go home and see their families.

Council Member Ritchie suggested that department heads could submit a report in writing, saying that she does not want to waste their time if they do not have an item on the agenda to be discussed.

Police Chief Hayes remarked that, as the Sergeant at Arms, he would be there. He suggested that Council not have department heads respond to public comment at a meeting, but instead tell the individual that they will get back to them with an answer.

Council Member Overby felt that the verbal process extends a Council Meeting approximately forty-five minutes, as reports can get extensive. He liked the idea of a written update, adding that he believes there are some things that they could do more efficiently to manage the meeting.

Council Member Ritchie restated her motion.

Roll was called: Council Member Overby – yes; Council Member Tierney – no; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – no; Council Member Underwood – yes. Motion passed with four yes votes and two no votes.

Council Member Tierney moved, and Council Member Bell seconded, to amend Council Member Ritchie's motion to bringing the Ordinance to them with blank times to be voted on at that meeting. Roll was called: Council Member Overby – no; Council Member Tierney – yes; Council Member Sample – no; Council Member Ritchie – no; Council Member Bell – yes; Council Member Underwood – no. Motion failed with two yes votes and four not votes.

Council Member Overby inquired about any legal standing with regard to a maximum time limit for Council Meetings.

City Attorney Noe replied that cities could certainly do that, making it possible to extend a meeting by motion. He remarked that the presence of the department heads is up to the pleasure of the Council as well, adding that they only need the Police Chief and city attorney.

Police Chief Hayes noted that it would be the Chief or his designee, so it would be a sergeant.

Council Member Ritchie expressed her desire to make a motion to excuse the department heads.

City Administrator Wayman stated that, as their supervisor, he has been quite comfortable with having staff present, as many times conversations migrate over to departments never intended to be there and they can receive answers on the spot. He understood the more measured approach of a written report, adding that he can manage it either way Council wishes, but he is not convinced that will save a lot of time. He expressed his willingness to excuse department heads from attending meetings on an as required basis, but told Council not to be surprised if they still have department heads there who aren't on the agenda.

Council Member Overby wondered about looking at a written report.

City Administrator Wayman replied that is easily supportable, and can be supplied whether they are in attendance or not.

Council Member Sample felt that a department head with no report could be excused, noting that the Council Members were elected to their positions to do whatever is needed to get the business done, such as what happens when they have controversial business to conduct.

Public Works Director Henne expressed his desire to continue attending Council Meetings, saying that he has asked to be excused a couple times, but agreed with City Administrator Wayman that there is always something that comes up.

Council Member Overby reiterated his desire for a maximum time limit, such as three hours.

Mayor Raymond commented that she liked to see the department head in attendance.

City Attorney Noe inquired if Council desired to have a maximum time limit.

Council Member Tierney suggested eight pm.

Council Member Overby wondered if that would include executive sessions.

Council Member Tierney responded in the negative.

City Administrator Wayman remarked that the length of the meeting is at the pleasure of the Council, such as when they opted to drive through the issue when hearing the Whispering View matter, and recommended that if they are unhappy with the length of a particular meeting, a member can make a motion to end the meeting at that time. He cautioned them about setting a time limit but noted that they could also make a motion to extend.

Council Member Overby commented that he did not want to stay as long as they did for Whispering View, but did to avoid having to hear more on the issue at a later date.

Council Member Ritchie stated that she is in favor of setting a time limit, adding that she does not think any meetings this year have gone past three hours, and does not see it as an issue.

Council Member Sample inquired if they could table items to be dealt with at the next meeting if there are issues with time.

City Administrator Wayman replied in the affirmative.

Council Member Tierney remarked that they could table something until later in the evening and get the easy things out of the way first.

City Administrator Wayman said that his take away is that Council will receive written reports, versus oral ones, at future meetings.

Council Member Overby was in favor of that.

Council Member Tierney remarked that he likes having the department heads at meetings, as they are there if Council has questions.

Council Member Ritchie reiterated that she does not feel staff need to attend meetings.

Council Member Overby suggested that they leave attendance up to the City Administrator's discretion, but still have written reports.

Council Member Sample liked them in attendance but only if they had a report or agenda item.

Council Member Tierney commented that he could live with that.

Council Member Bell felt they were entering into an arena already under the City Administrator.

Council Member Underwood thought it was a waste of their time if they didn't have anything to present.

Mayor Raymond stated that she would leave staff decisions to City Administrator Wayman.

N. Resolutions

- * 1. Resolution Authorizing the Mayor to Sign an Updated Section 125 Cafeteria Plan
- * 2. Resolution declaring one 1984 Chevrolet 1 ton 4 wheel drive pickup and utility box, and one 250 gallon poly water tank as surplus

3. Resolution Authorizing the Mayor to Sign an Agreement for Animal Sheltering/Disposal Services between the City of Selah and the Humane Society of Central Washington for Calendar Year 2017

Police Chief Hayes addressed N – 3. He said that there are no changes in the Humane Society contract from the previous year and requested Council’s approval.

Council Member Overby asked if there was a reason it was not on consent.

Police Chief Hayes replied that he did not know.

Council Member Underwood remarked that she did not like the time limit for holding onto an animal, giving an example of her being out of town and her show dog being picked up and sold if she is not within the three-day limit to retrieve the pet.

Police Chief Hayes responded that is a City ordinance, and he enforces what is given to him. He said that Animal Control officer Knox has built kennels on Public Works to keep animals in for the initial three days, and they very seldom go to the Humane Society unless it has been five days or a long weekend, adding that it would be three days at the City kennel then an additional three at the Humane Society.

Council Member Tierney stated that his only issue is a lack of responsibility on the part of the Humane Society for not getting on the phone to notify the owner.

Police Chief Hayes replied that Animal Control Officer Knox works all avenues in searching for the owner before they go to the Humane Society.

Council Member Tierney moved, and Council Member Overby seconded, to approve the Resolution Authorizing the Mayor to Sign an Agreement for Animal Sheltering/Disposal Services between the City of Selah and the Humane Society of Central Washington for Calendar Year 2017. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes. By voice vote, approval was unanimous.

- * 4. Resolution Authorizing the Mayor to Sign the Interlocal Correction / Detention Agreement with the Yakima County Department of Corrections for 2017

O. Ordinances

1. Ordinance to Establish the Amount of Taxes to be Levied Upon Real & Personal Property in the City of Selah, Yakima County, Washington, and Fixing the Tax Levy for the Year 2017

Clerk/Treasurer Novobielski addressed O – 1. He said that the Ordinance before them is to set the property tax levy for 2017, noting that the City is allowed to increase property taxes by one percent

City Administrator Wayman expressed his desire to have someone speak if they need to, saying that he has no reports from department heads.

Clerk/Treasurer Novobielski spoke briefly about a forthcoming vendor contract that will allow the City to implement paperless billing for utility bills, saying that they collaborate with Vision on this. He noted that it will be an optional service, with a fee of seven cents per month per transaction, and will also allow customers to access up to two years' worth of account history.

Recreation Manager Mullen told those in attendance to make sure they go to the district playoff game tonight.

Civic Center Manager Tait talked briefly about the two bazaars being held at the Civic Center this weekend, adding that the Selah Downtown Association will also be at the Center on Saturday to put up the Community Giving Tree.

City Attorney Noe had no report.

2. Council Members

Council Member Ritchie had no report.

Council Member Overby had no report.

Council Member Sample had no report.

Council Member Tierney had no report.

Council Member Bell had no report.

Council Member Underwood remarked that she finds the School District meetings exemplary.

3. City Administrator

City Administrator Wayman said that, if they decide to proceed with the new City Hall/Police Station as presented by Traho Architects, it would result in an increase of a dollar fifty-two per thousand of assessed value if approved by the voters, and put the City at debt capacity as of January 2018. He noted that this does not take into account any additional monies needed for an aquatic center levy.

4. Boards

a. Planning Commission Minutes – October 18, 2016

5. Mayor

Mayor Raymond had no report.

P. Executive Session

1. ~~30 Minute Session~~ ~~Real Estate RCW 42.30.110 (1) (e)~~ REMOVED

Q. Adjournment

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

The meeting adjourned at 5:04 pm.

Sherry Raymond, Mayor

Paul Overby, Council Member

John Tierney, Council Member

Roy Sample, Council Member

Laura Ritchie, Council Member

Roger Bell, Council Member

EXCUSED
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
11/22/2016 K – 2

Title: Claims & Payroll

Thru: Donald Wayman, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: See Check Registers

Funding Source: Various. See Check Registers.

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Background / Findings & Facts:

See Check Registers.

Recommended Motion:

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



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



COUNCIL MEETING ACTION ITEM

11/22/2016 L – 1

Title: Public hearing to discuss the proposed 2017 budget for the City of Selah.

Thru: Donald Wayman, City Administrator

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Public Hearing / Public Meeting

Board/Commission Recommendation: Not applicable

Fiscal Impact: see budget

Funding Source: see budget

Staff Recommendation:

Approve Ordinance.

Background / Findings & Facts:

To gather input concerning the proposed 2017 Public hearing to discuss the proposed 2017 budget for the City of Selah. budget for the City of Selah.

Recommended Motion:

N/A



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



COUNCIL MEETING ACTION ITEM

11/22/2016 N – 1

Title: Resolution authorizing the Mayor to sign a Law Enforcement Assistance Agreement relating to Communications between the City of Selah and Yakima County.

Thru: Donald Wayman, City Administrator

From: Richard Hayes, Chief of Police

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: There is a 4% increase for 2017, bringing the total annual cost to \$50,040.59

Funding Source: 001-000-021-521-20-51-01

Staff Recommendation:

Approval

Background / Findings & Facts:

The Yakima County Sheriff's Office currently provides 24-hour dispatching services, telephone services, radio communications, ACCESS service, and confirms Selah's arrest warrants.

Recommended Motion:

Approve the Resolution

CITY OF SELAH, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the Mayor to sign a Law Enforcement Assistance Agreement relating to Communications between the City of Selah and Yakima County.

WHEREAS, the City of Selah Police Department requires dispatch services 24 hours a day in order to effectively provide police response to the citizens of Selah;

WHEREAS, Yakima County has a communication center with sufficient telephone, radio communication, and staff to provide the City of Selah with dispatch services during the hours in which the City has no law enforcement radio personnel on duty; and,

WHEREAS, the City of Selah and Yakima County wish to enter into an agreement concerning dispatch services and they can do so in accord with the Interlocal Cooperation Act, RCW 39.34.080;

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

The Mayor is authorized to sign a Law Enforcement Assistance Agreement relating to Communications between the City of Selah and Yakima County.

PASSED this 22nd day of November, 2016.

Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

Dale Novobielski, Clerk/Treasurer

Robert F. Noe, City Attorney

RESOLUTION NO. _____

YAKIMA COUNTY SHERIFF'S OFFICE



BRIAN WINTER, Sheriff

P.O. BOX 1388, YAKIMA, WASHINGTON 98907

TELEPHONE (509) 574-2500
Toll Free 1-800-572-0490

DATE: October 24, 2016
TO: Chief Rick Hayes
FROM: Sheriff Brian Winter
SUBJECT: 2017 Communications Services

Enclosed are three copies of your 2017 Law Enforcement Assistance Agreement Communications contract with the Yakima County Sheriff's Office. The contract reflects a four percent (4%) increase for services for 2017.

We value our partnership with the City of Selah and take pride in the quality of law enforcement communication services we provide.

Please sign and return all three originals. After the contract completes the signature process, an original contract will be returned to you.

If you would like to discuss any aspect of this contract please contact me at 728-4553.

Sincerely yours,

A handwritten signature in cursive script that reads "B. Winter".

Brian Winter
Sheriff

BW/mb

LAW ENFORCEMENT ASSISTANCE AGREEMENT

COMMUNICATIONS/2017

THIS AGREEMENT is entered into by and between the Yakima County Sheriff (hereinafter referred to as the Sheriff) and the City of Selah (hereinafter referred to as the City), to become effective on January 1, 2017.

IN CONSIDERATION of the mutual promise contained herein, the parties hereto do mutually agree as follows:

1. PURPOSE:

It is the purpose and intent of this agreement that the Sheriff, by and through his communications center, shall provide telephone, radio communication, and access service for the City during hours in which the City has no law enforcement radio personnel on duty.

2. AUTHORITY:

This agreement is entered into pursuant to the authority granted in RCW 39.34.080, the Interlocal Cooperation Act.

3. DUTIES OF THE SHERIFF:

It shall be the duty of the Sheriff to provide and make available phone and radio communication personnel and equipment sufficient to enable it to answer and relay all phone and radio communications for the city twenty-four hours a day.

The Sheriff will follow the City's alarm response policy and only confirm misdemeanor warrants with the City's contract jail.

4. DUTIES OF THE CITY:

It shall be the duty of the City to provide an open phone line capable of switching incoming calls to the City to the phone system of the Sheriff during hours when the City has no dispatchers on duty. The City shall also have radio equipment capable of receiving radio communication from and sending radio communication to the Communication center of the Sheriff. The City shall provide all codes and necessary data, in writing, to meet standards for entry into WACIC/NCIC.

5. PAYMENT:

For the services provided by the Sheriff, the City shall pay the Yakima County Sheriff's Office a quarterly fee of twelve thousand five hundred ten dollars and fifteen cents (\$12,510.15), for an annual cost of fifty thousand forty dollars and fifty nine cents, (\$50,040.59).

The Sheriff shall bill the City on a quarterly basis with statements being sent to the City by the 10th of the month succeeding each quarter. Such statements will be payable by the end of the month in which they are received.

6. TERM:

The term of this agreement is January 1, 2017 through December 31, 2017.

7. MODIFICATION:

This contract may be modified only by written agreement of the parties.

8. TERMINATION:

This contract may be terminated only upon ninety days written notice by either party to the other, and then only because of a breach of the agreement or because the recited purpose of the contract becomes inapplicable.

9. PARTIES:

Both parties hereto shall carry out their responsibilities hereunder as independent agencies and neither, by virtue of this contract, shall be regarded as an agent of the other.

10. DISCLAIMER OF LIABILITY AND HOLD HARMLESS:

The City agrees to save and hold harmless the County from all claims and actions for liability arising from unlawful arrest, unlawful imprisonment, or any other claim resulting from the City's warrants being entered into WACIC/NCIC.

Yakima County disclaims responsibility for malfunctions of the WACIC network and failure to enter or remove warrants, except for claims resulting directly from the negligence of Yakima County or its employees.

11. RADIO FREQUENCY RESOURCES:

Should the County Sheriff, at a later time, need the radio frequency resources currently available to the City of Selah to provide communication services for the City, the City agrees to make available to the County its available radio frequency. The frequency will remain the property of the City of Selah and be on loan to the County as long as this agreement is in effect, provided that if the City elects to recall the use of its radio frequency the county will have 12 months to make alternate arrangements.

12. SHERIFF'S COMMUNICATION USER'S GROUP:

The cost of providing communication services to the City shall be reviewed annually prior to the City adopting its final budget. This review process will involve the Yakima County Sheriff, and other users of the communication services known as the Sheriff's Communication User's Group. This group will be a part of the process utilized to determine needed improvements, expansion of services and the future cost of providing those services to the various users.

YAKIMA COUNTY SHERIFF

B. Winter
Sheriff Brian Winter

CITY OF SELAH

Mayor

Approved as to form:

DEPUTY PROSECUTING ATTORNEY

ATTEST this _____ day of
_____, 20____

BY _____
City of Selah Clerk

BOARD OF YAKIMA COUNTY COMMISSIONERS:

ATTEST this _____ day
of _____, 20____.

Michael D. Leita, Chairman

By: _____

Kevin J. Bouchey, Commissioner

Tiera L. Girard,
Clerk of the Board

J. Rand Elliott, Commissioner



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



COUNCIL MEETING ACTION ITEM

11/22/2016 N – 2

Title: Resolution authorizing the Mayor to Sign an Agreement with Central Washington Insurance Agency, INC. for Brokerage Services

Thru: Donald Wayman, City Administrator

From: Donald Wayman, City Administrator

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$14,521.00

Funding Source: Multiple funds across all departments share proportional costs.

Staff Recommendation:

Approval of contract

Background / Findings & Facts:

This is the annual contract for services with CWIA. Services will include: claims handling, risk management & loss control, effectively marketing the City's insurance needs, and advising the City on all insurance issues.

Recommended Motion:

Approve the Resolution



**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:
4/12/2016	Resolution Authorizing the Mayor to Sign an Agreement with Central Washington Insurance Agency, Inc. for Brokerage Services

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

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN
AGREEMENT WITH CENTRAL WASHINGTON INSURANCE AGENCY,
INC. FOR BROKERAGE SERVICES

WHEREAS, the City has utilized the services of an insurance brokerage firm with good results to the City;

WHEREAS, it is the desire of the City staff to continue to engage the services of an insurance brokerage firm to assist the City in processing claims, the insurance renewal process, issuance of insurance certificates, and other matters related to the City's insurance;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign an agreement with Central Washington Insurance Agency, Inc. for brokerage services related to the City insurance.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22nd day of November, 2016.

Sherry Raymond, Mayor

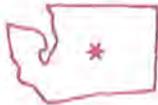
ATTEST:

Dale E. Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

Robert Noe, City Attorney

RESOLUTION NO. _____



CENTRAL WASHINGTON INSURANCE AGENCY, INC.

410 SOUTH FIRST STREET, P.O. BOX 100, SELAH, WA 98942 • (509) 697-4871, Fax: (509) 697-4600

Brokerage Agreement between Central Washington Insurance Agency, Inc and City of Selah

Central Washington Insurance Agency, Inc and the City of Selah agree to renew their insurance brokerage agreement effective December 1st, 2016 as it relates to the City's property and casualty insurance policy. The agreement will be evaluated by both parties at the renewal date of the City of Selah's property and casualty insurance policy. At that time, either party can decide to end the agreement, or both parties can decide to renew the agreement for another year. By signing this agreement:

Central Washington Insurance Agency, Inc will agree to;

Work with City, claimants against City, and adjusters in the event of a claim

Work through the renewal process with the City and insurance carrier:

Complete renewal application

Review property, auto, and equipment schedules

Handle all insurance certificates

Work with carrier and City with loss control trainings and inspections

If the City is not happy at some point with current carrier (currently Clear Risk Solutions), Central Washington Insurance Agency will take the account out to bid with other carriers

The City of Selah will agree to;

Pay an annual broker fee to Central Washington Insurance Agency, Inc that is equal to 5% of their annual property and casualty insurance premium

Immediately contact Central Washington Insurance Agency, Inc in the event of a potential claim

Be available to meet with Central Washington Insurance, Inc when insurance renewal applications are ready

Be receptive to insurance company recommendations

By: X
City of Selah

By: _____
Central Washington Insurance Agency, Inc

Name and Title

Name and Title

Date _____

Date _____



CENTRAL WASHINGTON INSURANCE AGENCY, INC.

410 SOUTH FIRST STREET, P.O. BOX 100, SELAH, WA 98942 • (509) 697-4871, Fax: (509) 697-4600

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Central Washington Insurance Agency, Inc will agree to;

Work with City, claimants against City, and adjusters in the event of a claim

Work through the renewal process with the City and insurance carrier:

Complete renewal application

Review property, auto, and equipment schedules

Handle all insurance certificates

Work with carrier and City with loss control trainings and inspections

If the City is not happy at some point with current carrier (currently Clear Risk Solutions), Central Washington Insurance Agency will take the account out to bid with other carriers

The City of Selah will agree to;

Pay an annual broker fee to Central Washington Insurance Agency, Inc that is equal to 5% of their annual property and casualty insurance premium

Immediately contact Central Washington Insurance Agency, Inc in the event of a potential claim

Be available to meet with Central Washington Insurance, Inc when insurance renewal applications are ready

Be receptive to insurance company recommendations

By: X
City of Selah

By: _____
Central Washington Insurance Agency, Inc

Name and Title

Name and Title

Date _____

Date _____



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



COUNCIL MEETING ACTION ITEM

11/22/2016 N – 3

Title: Resolution Authorizing the Mayor to sign the HLa Engineering and Land Surveying Inc., Supplemental Agreement Number 2 for the Valleyview Ave./S. Third St./Southern Ave./S First St. Project

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$98,036.29

Funding Source: Streets Fund 111.595.30.63.31

Staff Recommendation:

Acceptance and approval

Background / Findings & Facts:

The City has a consultant services agreement with HLA for engineering design services for the reconstruction and widening of the roadway, construct sidewalks, curb, gutters, storm drainage improvements, street lights and signalization for the Valleyview project. The supplemental agreement allows for the project completion date to be changed to 12/31/2020 with no changes to scope of work or payment. The original agreement was for \$220,000.00 and the remaining amount of the agreement is \$98,036.29.



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



Recommended Motion:

Approve the resolution and authorize the Mayor to sign the supplement agreement



**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:
1/22/2013	Council Approves STP Funding Application
6/11/2013	Council Approves Local Agency Agreement
12/10/2013	Council Approves Agreement for Certified Acceptance Services between the City of Selah and Yakima County
12/10/2013	Council Approves a Resolution for an Agreement for Consultant Services between the City of Selah and Huibregtse, Louman Associates, Inc.
1/14/2014	Council Approves a Resolution to Approve a Consultant Agreement with Huibregtse, Louman Associates, Inc. for Design Services for the Valleyview Avenue/South Third Street/Southern Avenue/South First Street STP Improvements.
8/11/2015	Council Approves a Resolution Authorizing the Mayor to sign a letter to confirm continuing commitment to Project Match for the Valleyview Avenue/South Third Street/Southern Avenue Project's Right of Way and Construction phases

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE HLA ENGINEERING AND LAND SURVEYING INC., SUPPLEMENTAL AGREEMENT NUMBER 2 FOR THE VALLEYVIEW AVE./S. THIRD ST./SOUTHERN AVE./S. FIRST ST. PROJECT.

WHEREAS, the City of Selah wishes to sign a Supplement Agreement with the HLA Engineering and Land Surveying Inc. for the Valleyview Ave./S. Third St./Southern Ave./S. First St. Project, and

WHEREAS, this extends the completion date to December 31, 2020 and the scope of work for the project and the maximum amount payable remains unchanged;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be authorized to sign the Supplemental Agreement No. 2 with HLA Engineering and Land Surveying Inc. for the Valleyview Ave./S. Third St./Southern Ave./S. First St. Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22nd day of November, 2016.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F Noe, City Attorney

RESOLUTION NO. _____



*** TRANSMITTAL ***

Phone: (509) 966-7000 / FAX: (509) 965-3800
2803 River Road, Yakima, WA 98902

Date: November 7, 2016

Project No.: 13125

To: City of Selah
222 South Rushmore Rd
Selah, WA 98942

Attention: Joe Henne
Public Works Director

From: Terry D. Alapeteri, PE

Re: Valleyview Ave./Third St. STP

We are sending you the attached following items:

Two (2) original Local Agency Standard Consultant Supplemental Agreements

Comment:

Attached for City consideration are two original Local Agency Standard Consultant Supplemental Agreements for the Valleyview Ave./Third St. STP project, extending the completion date of the PE phase to 12/31/2020. The original contract amount and scope of work remain unchanged.

Following your review and council approval of these agreements, please have the Mayor sign and date the documents, and return one (1) executed copy to our office. **To avoid a lapse in contract, the new Supplemental Agreement must be signed by 12/31/2016.**

If you have any questions or need additional information, please contact me.

Copy to: _____

Signed: _____

A handwritten signature in blue ink, reading "Terry D. Alapeteri", is written over a horizontal line.



Supplemental Agreement Number <u>2</u>		Organization and Address	
Original Agreement Number <u>13125E</u>		HLA Engineering and Land Surveying, Inc. 2803 River Road Yakima, WA 98902 Phone: 509-966-7000	
Project Number <u>STPUS-4709(001)</u>		Execution Date <u>12/10/2013</u>	Completion Date <u>12/31/2020</u>
Project Title <u>Valleyview Ave./S. Third St./Southern Ave./S. First</u>		New Maximum Amount Payable \$ 220,000.00	
Description of Work Engineering design services for the reconstruction and widening of the roadway, construct sidewalks, curb and gutter, storm drainage improvements, street lights, and signalization.			

The Local Agency of City of Selah
desires to supplement the agreement entered into with HLA Engineering and Land Surveying, Inc.
and executed on 12/10/2013 and identified as Agreement No. 13125E

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

SCOPE OF WORK shall remain unchanged

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion Date shall be changed to December 31, 2020

III

Section V, PAYMENT, shall be amended as follows:

PAYMENT shall remain unchanged

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: HLA Engineering and Land Surveying, Inc.

By: City of Selah



Consultant Signature

Approving Authority Signature

Date



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



COUNCIL MEETING ACTION ITEM
11/22/2016 O – 1

Title: Ordinance of the City of Selah, Washington, amending Selah Municipal Code Section 1.06.010 relating to the times for regular City Council meetings

Thru: Donald Wayman, City Administrator

From: Bob Noe, City Attorney

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Approval of Ordinance as agreed upon at prior Council Meeting

Background / Findings & Facts:

Council wishes to address meeting times and possibly revise the current times. Discussion from last Council Meeting has resulted in a vote to amend the current Municipal Code.

Recommended Motion:

Approval of Ordinance



**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:
11/8/2016	Council voted to have an Ordinance brought to the next meeting changing both meeting times to 5:30pm
10/25/2016	Council discussed the meeting times and decide to vote on the matter at the next Council Meeting
2/23/2016	Ordinance of the City of Selah, Washington, amending Selah Municipal Code section 1.06.010 relating to the times for regular City Council meetings
12/11/2012	Ordinance of the City of Selah, Washington, amending Selah Municipal Code section 1.06.010 relating to the times for regular City Council meetings
7/10/2012	Ordinance of the City of Selah, Washington, amending Selah Municipal Code section 1.06.010 relating to the times for regular City Council meetings
2/28/2012	Ordinance of the City of Selah, Washington, amending Selah Municipal Code section 1.06.010 relating to the times for regular City Council meetings

ORDINANCE No. _____

AN ORDINANCE of the City of Selah, Washington, amending Selah Municipal Code Section 1.06.010 relating to the times for regular City Council meetings.

WHEREAS, the City Council would like to modify the times for regular City Council meetings to provide for regular Council meetings to commence at 5:30 p.m. on the second Tuesday of each month and at 5:30 p.m. on the fourth Tuesday of each month;

WHEREAS, Selah Municipal Code section 1.06.040 provides that regular meetings of the Council shall be held as provided for by ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DOES ORDAIN as follows:

Section 1. Selah Municipal Code Section 1.06.010, Time of Meetings, amended.

SMC 1.06.010 is amended to read as follows:

1.06.010 Time of meetings.

The Selah Council shall hold regular meetings on the second and fourth Tuesday of the month beginning with a study session at three-thirty p.m. or as may otherwise be scheduled by the city council as necessary and the council meeting commencing at ~~four~~ **five-thirty** p.m. on the second Tuesday of the month and commencing at five-thirty p.m. on the fourth Tuesday of the month. When the date of any regular meeting occurs on a legal holiday, the regular meeting will be rescheduled as approved by council.

Section 2. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ORDAINED this 22nd day of November, 2016.

Mayor Sherry Raymond

ATTEST:

Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney