

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 ITEM	DESCRIPTION	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
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		

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**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	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	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	 Project # 16-08				
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
	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		

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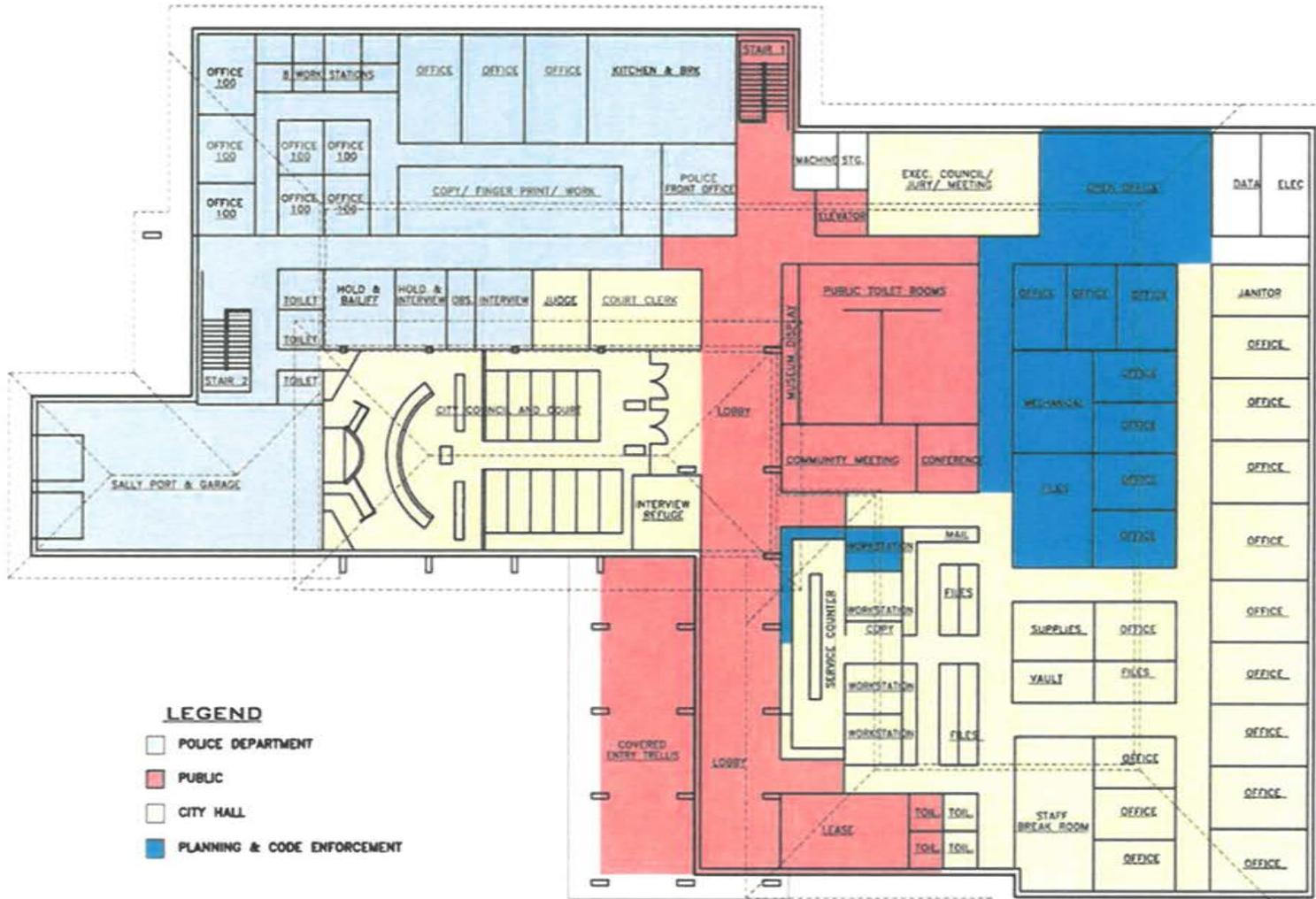
**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	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		

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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				
	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				



LEGEND

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



PRELIMINARY FIRST FLOOR PLAN

0 4 8 16 ft.

TRAHG
ARCHITECTS, P.A.

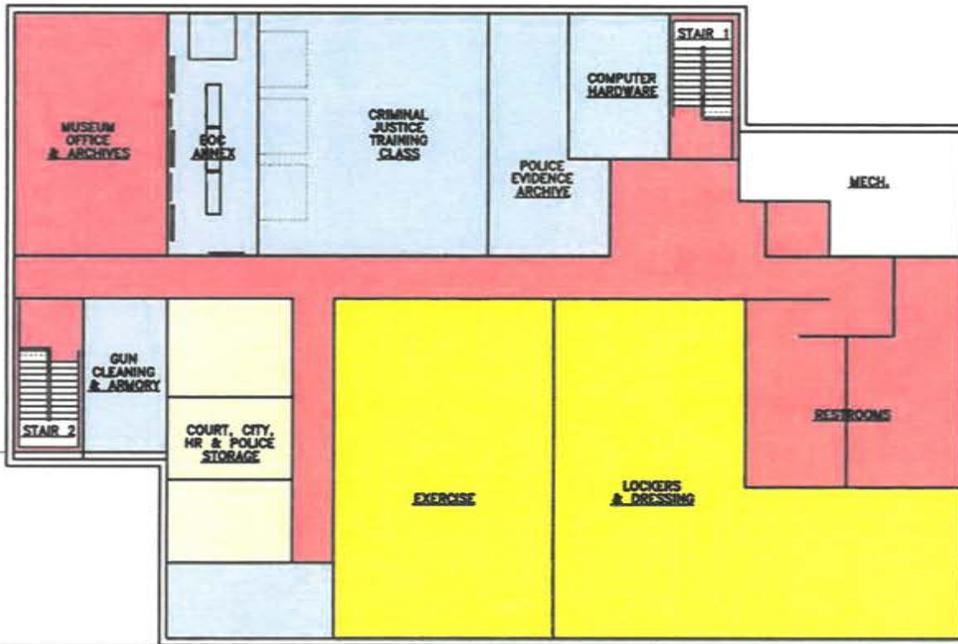
CENTENNIAL HALL
CITY OF SELAH

PRELIMINARY
FIRST FLOOR PLAN

Date: 10/18/2018

Scale: 1/8"=1'-0"

Sheet: 5B.1



LEGEND

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



PRELIMINARY BASEMENT PLAN

0 4 8 16 ft.

<p>TRAHIO ARCHITECTS, P.C. 1405 N. 10TH AVE. SUITE 800 - TULSA, OK 74102 P: (918) 432-0000 F: (918) 432-0278 WWW.TRAHIO.COM</p>
<p>CENTENNIAL HALL CITY OF SELAH</p>
<p>SHEET TITLE: PRELIMINARY BASEMENT PLAN</p>
<p>APPROVED A/D DATE: Oct. 19, 2016</p>
<p>DRAWING DATE: Aug. 25, 2016</p>
<p>JOB NO: 14-08</p>
<p>SCALE: As Shown</p>
<p>SHEET NUMBER: 5B.2</p>



**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 is 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

annually, and can also tax new construction. He talked briefly about the numbers and rater per thousand as included in the packet.

Council Member Underwood wondered how much it costs a homeowner.

Clerk/Treasurer Novobielski responded that the current tax levy is approximately twelve dollars and sixty cents per thousand, of which the City gets roughly twenty percent.

Council Member Sample asked if he wanted them to approve a tax increase.

Clerk/Treasurer Novobielski replied in the affirmative, saying that he needs to pass it along to the County or they will not receive their share of the taxes collected next year.

Council Member Sample moved, and Council Member Overby seconded, to approve the 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. 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.

2. Ordinance of the City of Selah, Washington Vacating Portions of Right-of-Way

Public Works Director Henne addressed O – 2. He said that he had a discussion previously about a purchase at the south end of town, which had a City right of way through the middle of the property. He referred Council to the map in their packets, saying that they are bound, under the discharge permit, to continue planting trees to shape the ditch, and have negotiated to acquire a strip along the ditch and thirty feet adjacent to what we own on the west side of the property, while retaining an east to west easement to access the property. He remarked that City Administrator Wayman and City Attorney Noe met with the property owners and negotiated this deal.

City Administrator Wayman noted that this land swap is in accordance with their discussions from an executive session about the issue, and does not deviate from the direction Council gave to go forward with this.

Council Member Ritchie moved, and Council Member Bell seconded, to approve the Ordinance of the City of Selah, Washington Vacating Portions of Right-of-Way. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – abstain; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes. Motion passed with five yes votes and one abstention.

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

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.

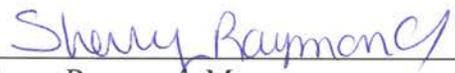
P. Executive Session

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