

City of Selah
Council Minutes
October 8, 2013

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

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

B. Roll Call

Members Present: Keith Larson; Paul Overby; John Tierney; Dave Smeback; Allen Schmid; Brooke Finch; Carl Torkelson

Members Excused:

Staff Present: David Kelly, City Administrator; Dale Novobielski, Clerk/Treasurer; Gary Hanna, Deputy Fire Chief; Rick Hayes, Police Chief; Joe Henne, Public Works Director; Dennis Davison, Community Planner; Monica Lake, Executive Assistant

C. Pledge of Allegiance

Mayor Gawlik led the Pledge of Allegiance. Pastor Kendra Behn-Smith led the opening prayer.

Pastor Behn-Smith introduced herself, stating that she is the new pastor of the Selah United Methodist Church.

Mayor Gawlik and the Council Members welcomed her to Selah.

D. Agenda Changes

Add to Agenda:

1. New Business K – 1: Reorganization of Recreation, Tourism and Parks Department
2. Ordinance N – 2: Ordinance of the City of Selah, Washington, Establishing a Six Month Moratorium on the filing of Applications for Development Permits and Licensing for the Production, Processing, or Dispensing of Cannabis or Cannabis Products within the City limits; Declaring an Emergency; Requiring a Public Hearing be Set; Establishing an Effective Date; and Providing for Severability

E. Public Appearances/Introductions/ Presentations

1. Introduction of Officer Singletary

Police Chief Hayes introduced Officer Singletary as the newest member of the Selah Police Department and read a brief biography on his background.

Mayor Gawlik and the Council Members welcomed Officer Singletary to the Selah Police Department.

F. Executive Session

1. 30 Minute Session – Performance Review of a Public Employee RCW 42.30.110 (1)(g)

Council went into Executive Session at 4:05pm. At 4:35pm, Council went back on the record. Mayor Gawlik stated that no action was taken during the Executive Session.

G. Communications

1. Oral

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

2. Written None

H. Proclamations/Announcements

1. Fire Prevention Week, October 6-12, 2013

Deputy Fire Chief Hanna read aloud the proclamation proclaiming October 6-12, 2013 as Fire Prevention Week.

2. “The Big Read” Month, October 2013

Mayor Gawlik read aloud the proclamation proclaiming October 2013 as “The Big Read” Month.

Kim Hixson, Director of the Yakima Valley Libraries, spoke briefly about the activities to be held this month, noting that the book selected is “Into The Beautiful North”, and that the author, Luis Alberto Urrea, will be at The Seasons on Monday, November 4th at 7:00pm.

Michael Martin, Selah Library Director, noted that there are still some free copies of the book available at the Selah Library if people would like to stop in and pick up a copy.

I. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

- * 1. Approval of Minutes: September 24, 2013 Council Meeting

* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 76701 – 76737 for a total of \$184,582.70
Payroll Checks No. 76738 for a total of \$ 17,930.12
Claim Checks Nos. 62702 – 62789 for a total of \$167,318.26

* 3. Resolution M – 1 Resolution Authorizing the Mayor to Sign a letter to Yakima Valley Conference of Governments notifying them of the City of Selah’s approval of the proposed YVCOG 2014 Budget

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

J. Public Hearings **None**

K. New Business

1. Reorganization of Recreation, Tourism and Parks Department

City Administrator Kelly addressed K – 1. He said that he is requesting to a reorganization of the Parks, Recreation, and Tourism Department. He recommended assigning the Parks section to the Public Works Utility Supervisor under the Public Works Department, as Public Works currently handles all Parks expenditures, which will also move the Parks Board to the Public Works Department. He noted that this will not create a financial change for any Public Works employee. He went on to say that, per the job description included in the Council packet, he would like to create a Recreation Manager position to take care of the Recreation programs and the Tourism Department. He added that they will scale back the tourism aspect a bit. He briefly referenced the difference in salaries for the previous Parks, Recreation, and Tourism Director position versus the new range for the Recreation Manager, and talked about importance of job descriptions and performance evaluations, noting that this format is a start in that direction. He suggested that the City fill the Recreation Coordinator position approximately November 1st, which would mean an additional fifteen thousand five hundred dollars in the current budget, but result in approximately twenty-nine thousand dollars in savings for the 2014 budget due to the restructuring.

Council Member Schmid expressed concern over having the Public Works Utility Supervisor in a leadership role over both the Parks Board and the Selah Parks & Recreation Service Area Board (SPRSA).

City Administrator Kelly responded that the Recreation Manager will be working with the SPRSA, while the Public Works Utility Supervisor will be handling the Parks Board and developing the Comprehensive Parks Plan for the City. He noted that this is an opportunity for the Public Works Utility Supervisor take on a more administrative role.

Council Member Schmid said that his concern regarding the SPRSA is that there are items coming up that will need to be taken care of in a timely manner.

City Administrator Kelly replied that he will be attending the next SPRSA meeting to explain the changes, saying that the City has a good partnership with the board and we need to keep the lines of communication open.

Council Member Smeback commented that it is good to see a job description for the position.

Council Member Schmid moved, and Council Member Overby seconded, to approve the Reorganization of Recreation, Tourism and Parks Department, the creation of a Recreation Manager position, and the hiring of a Recreation Coordinator. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Schmid – yes; Council Member Finch – yes; Council Member Torkelson – yes. By voice vote, approval was unanimous.

L. Old Business None

M. Resolutions

- * 1. Resolution Authorizing the Mayor to Sign a letter to Yakima Valley Conference of Governments notifying them of the City of Selah's approval of the proposed YVCOG 2014 Budget

N. Ordinances

- 1. Ordinance Amending the 2013 Budget for Remodeling of the Old Library Space

Clerk/Treasurer Novobielski addressed N – 1. He said that Council approved expenditure of up to thirty-five thousand dollars for the remodel around June or July of this year, and that this is to formally extend that into the 2013 budget. He recommended that Council approve the item and move on.

Council Member Schmid remarked that he would like to see Council Member Torkelson recuse himself from the vote.

Council Member Finch requested an update on the remodel.

Council Member Torkelson replied that it is framed up and they are waiting on the plumber, who will start tomorrow. He went on to say that next week they will start with the mason to do the exterior walls, and that they should be approximately fifty percent complete either next week or the week after. He said that it will go fairly quickly after that, noting that the biggest part of the remodel was the bidding process to make sure everyone has an opportunity to bid on the project.

City Administrator Kelly remarked that Council Member Torkelson acting as general but not receiving any financial compensation for his efforts

Clerk/Treasurer Novobielski stated that he has been verifying the delivered materials from the accompanying invoices, and that he is confident that the City is only paying for materials received.

Council Member Larson moved, and Council Member Schmid seconded, to approve the Ordinance Amending the 2013 Budget for Remodeling of the Old Library Space. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes;

Council Member Smeback – yes; Council Member Schmid – yes; Council Member Finch – yes; Council Member Torkelson – recusal. Motion passed with 6 yes votes and 1 recusal.

2. Ordinance of the City of Selah, Washington, Establishing a Six Month Moratorium on the filing of Applications for Development Permits and Licensing for the Production, Processing, or Dispensing of Cannabis or Cannabis Products within the City limits; Declaring an Emergency; Requiring a Public Hearing be Set; Establishing an Effective Date; and Providing for Severability

City Administrator Kelly addressed N – 2. He said that this Ordinance simply reestablishes a moratorium for the production, processing, or dispensing of cannabis or cannabis products within the City limits until the State and Federal governments get their act together. He commented that it is better to let the larger jurisdictions figure out how to implement it first, and hoped that it all will be established within six months.

Council Member Larson wondered if there was a limit on many times one can have a moratorium on a certain issue.

City Administrator Kelly responded that, while he doesn't know the answer to that, City Attorney Noe drafted the moratorium Ordinance currently before Council.

Mayor Gawlik commented that the first moratorium expired, and this is starting out new again.

City Administrator Kelly remarked that the previous moratorium only dealt with medical cannabis.

Council Member Overby wondered if any rules had come out yet in other jurisdictions.

City Administrator Kelly replied that he was not aware of any, saying that many of the other jurisdictions had also opted to place a moratorium on the matter.

Council Member Tierney moved, and Council Member Smeback seconded, to approve the Ordinance of the City of Selah, Washington, Establishing a Six Month Moratorium on the filing of Applications for Development Permits and Licensing for the Production, Processing, or Dispensing of Cannabis or Cannabis Products within the City limits; Declaring an Emergency; Requiring a Public Hearing be Set; Establishing an Effective Date; and Providing for Severability. Roll was called: Council Member Larson – yes; Council Member Overby – yes; Council Member Tierney – yes; Council Member Smeback – yes; Council Member Schmid – yes; Council Member Finch – yes; Council Member Torkelson – yes. By voice vote, approval was unanimous.

O. Communications

1. Oral

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

P. Reports/Announcements

1. Mayor

Mayor Gawlik stated that the Preliminary Budget hearings have been moved to November 5, 7 and 8, and that copies of the preliminary budget will be available online by the end of the week.

2. Council Members

Council Member Finch said that she will be attending the Selah Chamber of Commerce meeting tomorrow as the City's representative and will have a report on the meeting at the next Council Meeting.

Council Member Schmid wondered what the Boundary Review Board said regarding the street issue on the Goodlander annexation.

Public Works Director Henne remarked that it was the Yakima County Public Works Street Department, not the Boundary Review Board.

Council Member Schmid asked for confirmation that the Boundary Review Board hasn't said anything about the Goodlander annexation.

Community Planner Davison confirmed that they have not.

Council Member Overby had no report.

Council Member Smeback had no report.

Council Member Torkelson had no report.

Council Member Larson had no report.

Council Member Tierney had no report.

3. Boards **None**

4. Departmental

Clerk/Treasurer Novobielski noted that the budget meetings have been moved back four weeks, and requested that Council members review the Preliminary Budget and contact him with any questions they may have.

Deputy Fire Chief Hanna said that they have been in schools doing fire drills and will continue to do so throughout the week. He added that they will also be participating in a safety day event with McDonalds on Saturday.

Community Planner Davison said that all materials on the West Goodlander annexation were submitted to the Boundary Review Board yesterday. He went on to say that it will go through a completeness review, followed by forty-five days of jurisdiction during which the Board will decide to approve, reject or modify the submitted annexation. He added that Yakima County submitted a letter opposing the annexation unless the City takes all of Goodlander Road past houses to Herlou Drive. He stated that he will bring a Resolution to Council at the next meeting indicating that they will take on that section of Goodlander Road, as they specifically excluded that portion of road when adopted the annexation.

City Administrator Kelly requested that Public Works Director Henne address why the City does want to annex in that portion of Goodlander Road.

Public Works Director Henne stated that the section of road under discussion wasn't originally included in the annexation because the City would not be annexing the property to the north of the road; however, the County would like the City to take in the road as part of the annexation. He noted that it will cost a little more to maintain, but will also allow the City to reclassify Goodlander Road as a collector to make it eligible for funding. He said that the County has refused to reclassify Goodlander Road in the past, and now is a good time to do take over the road and reclassify it. He remarked that he would like to see the Boundary Review Board include that as part of the annexation, which will let the City take over ownership and build a new road in the future.

City Administrator Kelly commented that it would give us access to more grant and loan funding for that future project.

Council Member Smeback wondered if this project would be included in the six year street plan.

Public Works Director Henne replied in the affirmative, saying that he can outline the project and add it to the list. He said that he met with the Washington State Department of Transportation (WSDOT) regarding the intersection of Bartlett Avenue and Wenas Avenue, and upon a reevaluation of the City's plans, they have backed off on their full intersection design criteria since the project will only go two feet into the State highway. He noted that this will alleviate a lot of work, and that he will be bringing a task order on the project to the next Council meeting.

City Administrator Kelly commended Public Works Director Henne on his diplomacy in getting the WSDOT to reevaluate the plans and agree to back off of the planning and design criteria that they had originally requested.

Public Works Director Henne noted that they will be having a public forum on East Goodlander Road, and the water improvements on Home Avenue and the Sunrise Addition, tomorrow night at 6:00pm. He added that the information is available on the City's website, there was an ad in Sunday's paper, and they also hung door hangers on homes adjacent to the project.

Council Member Tierney wondered who hung the door hangers.

Public Works Director Henne replied that it was done by a couple members of the Public Works crew.

Council Member Tierney suggested that, in the future, they look at getting the high school students to do it as part of their community service requirements.

Public Works Director Henne responded that he would consider that.

City Administrator Kelly felt that it would depend on where they need to be hung and the reliability of the students to follow through with the task.

Council Member Schmid remarked that all seniors need to have some community service hours as part of their graduation requirements.

Council Member Smeback wondered about the WSDOT light sequencing restructure discussed at the previous Council Meeting.

Public Works Director Henne replied that there is no longer a turn signal on the traffic lights; they just have green, yellow, and red balls now. He commented that there has been no feedback on the change, although it is getting the bus traffic through the intersection in a more timely fashion.

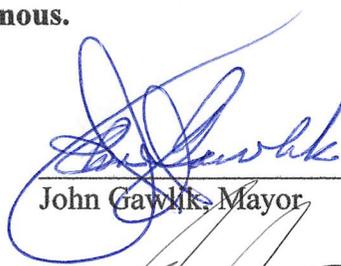
Police Chief Hayes had no report.

City Administrator Kelly had no report.

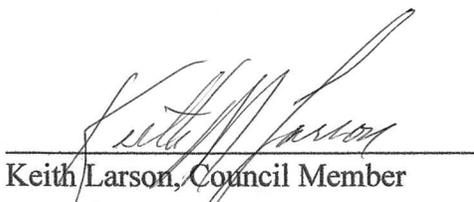
R. Adjournment

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

The meeting adjourned at 5:10pm.



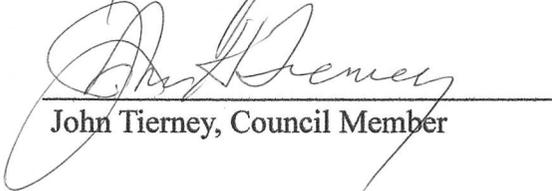
John Gawlik, Mayor



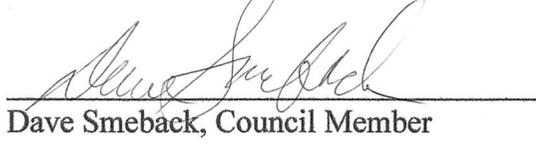
Keith Larson, Council Member



Paul Overby, Council Member



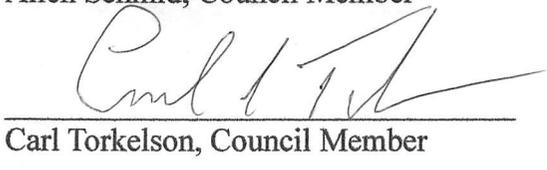
John Tierney, Council Member



Dave Smeback, Council Member

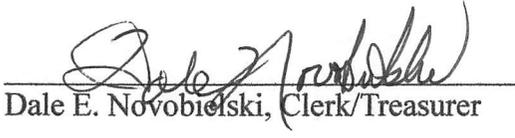
Allen Schmid, Council Member

Brooke Finch, Council Member



Carl Torkelson, Council Member

ATTEST:



Dale E. Novobieski, Clerk/Treasurer