

Study Session Minutes  
Selah City Council  
October 25, 2016  
4:30pm

Mayor Raymond opened the Study Session.

Public Works Director Henne handed out a packet of cost estimates for the South First Street beautification project, talking briefly about the amount it would cost to provide power along the route, adding that he has a possible funding source for this that will be addressed during the regular meeting. He introduced Mike Battle from HLA Engineering and invited him to speak.

Mike Battle gave a brief introduction then introduced Colie Hough-Beck from HBB Landscape Architecture.

Colie Hough-Beck gave a PDF presentation on options that could be done to improve South First Street and the downtown area, which has been attached as part of the record for these minutes. A question and answer session followed.

The Study Session ended at 5:25pm.

# ACKNOWLEDGEMENTS



## Mayor

Norm Childress

## City Council

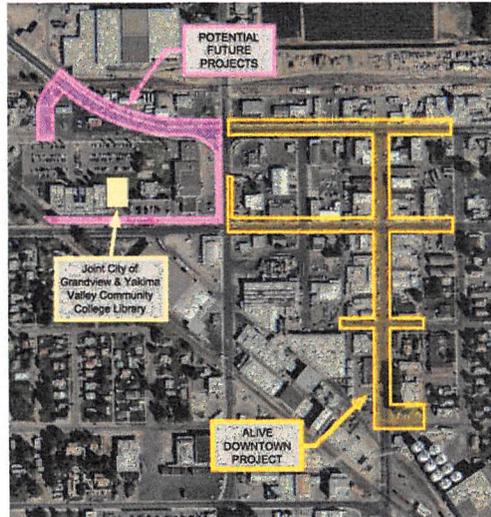
Joan Souders  
Javier Rodriguez  
Pam Horner  
Mike Bren  
Bill Moore  
Diana Jennings  
Jesse Palacios  
Jan McDonald (Former)

## City Staff

Cus Arteaga, City Administrator/  
Public Works Director  
Anita Palacios, City Clerk

## Block Captains

Chuck Stegeman	Mike Bren
Mike Edwards	Ron Bertram
Gloria Mendoza	Eric Horn
Jesse Rodriguez	Tadd Bowsby
Todd Thornock	Pam Horner
Lynn Boast	



*PROJECT LIMITS*

## Consultants



Huibregtse, Louman Associates, Inc.  
Civil Engineering  
Yakima, Washington  
[www.hlacivil.com](http://www.hlacivil.com)  
(509) 966-7000



Brockway Opfer Raab Architecture  
Yakima, Washington  
[www.borarch.com](http://www.borarch.com)  
(509) 454-3299



HBB Landscape Architecture  
Seattle, Washington  
[www.hbbseattle.com](http://www.hbbseattle.com)  
(206) 682-3051



Effective Design Studio  
Seattle, Washington  
[www.effective-design.com](http://www.effective-design.com)  
(206) 328-8989

CITY OF GRANDVIEW

# ALIVE DOWNTOWN IMPROVEMENTS

## EXECUTIVE SUMMARY

AUGUST 2008

FUNDING & PROJECT UPDATE

OCTOBER 2010



# PROJECT DESCRIPTION

## VISION

In June 2006, the Grandview City Council adopted the Vision Statement for an 'Alive Downtown'.

## GOAL

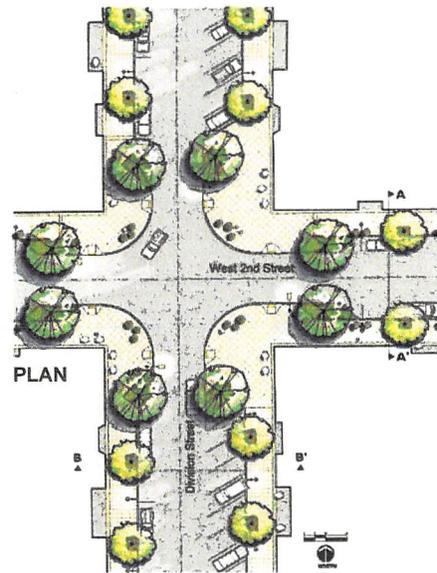
The goal established for the revitalization effort is to create a pedestrian friendly downtown which will encourage commerce for residents and visitors alike.

## CONCEPT

Throughout presentations to business and property owners and to the general public, a single concept emerged as a preferred concept. Wider sidewalks with pedestrian amenities on both Division Street and West Second Street were desired, which required an adjustment to the street centerline and parking layouts.

## SUCCESS

Within three years, beginning in 2007, the City secured funding, designed the project, and completed construction in 2010.



**Division Street**  
Streetlights  
Pedestrian Lights  
Banners  
Street Trees  
Quartzite Stone Band

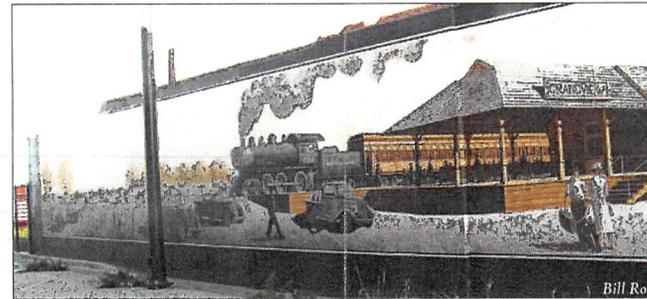
**West 2nd Street**  
Streetlights  
Pedestrian Lights  
Hanging Baskets  
Street Trees  
Quartzite Stone Band

**Intersection**  
Streetlights  
Planters  
Bistro Tables at Businesses  
Larger Trees in Planting Areas



# PROJECT FUNDING

State Rural Opportunity Fund Grant	\$20,000
HUD CDBG Planning-Only Grant	\$24,000
Port of Grandview, Grandview Rotary Club, Grandview Economic Development, and Grandview Chamber of Commerce	\$8,200
City of Grandview Utility Funds	\$702,100
Yakima County Supporting Investment in Economic Diversity (SIED) Loan Funds	\$250,000
Yakima County Supporting Investment in Economic Diversity (SIED) Grant Funds	\$250,000
ARRA Transportation Grant	\$2,030,000
State Capital Budget Funds	\$500,000
HUD CDBG Recovery Grant	\$550,000
USDA Rural Development Loan	\$162,500
Public Works Board (Small Communities in Rural Counties Grant)	\$700,000
<b>TOTAL COMMITTED FUNDS</b>	<b>\$5,196,800</b>



# PUBLIC PROCESS

- September 11, 2007:** Downtown Revitalization Committee forms.
- September 18, 2007:** Downtown Revitalization Committee tours Walla Walla downtown.
- October 15, 2007:** Downtown Revitalization Committee meets with consultant team.
- December 6, 2007:** Twenty-four participants attend Business/Property Owner Workshop.
- December 27, 2007:** Block Captains review results of Business/Property Owner Workshop.
- January 22, 2008:** Consultant team meets with Grandview City Council.
- February 12, 2008:** Fifty-three community members attend forum and review 'Alive Downtown' concept.
- March 17, 2008:** City Council passed a resolution adopting the Alive Downtown Plan.



## Streetscape Component Examples



Metal Bench



Trash Receptacle



Pedestrian/Street Light



Maple Tree



Ash Tree

## Acknowledgments

### City Council:

Chad Lenz (Position #1)  
 Mark Carney (Position #2)  
 Dan Olson (Position #3)  
 Dave Butler (Position #4)  
 Dave Matson (Position #5)  
 James Murr (Position #6)  
 Roger Wentz, Mayor (Position #7)

### Task Force:

All community members that participated in the Task Force meetings

For more information and to offer ideas on Main Street Improvements contact:

Dennis Henne  
 Director Public Works & Community Development  
 or  
 David Spurlock  
 Deputy Director Public Works & Community Development  
 (509) 248-0432



Task Force Meeting "Walk & Talk"



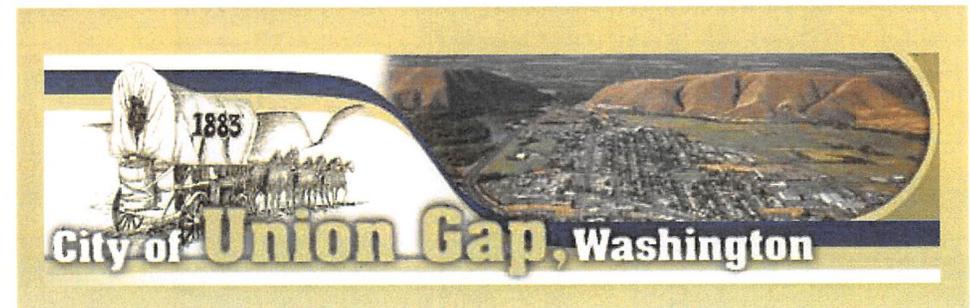
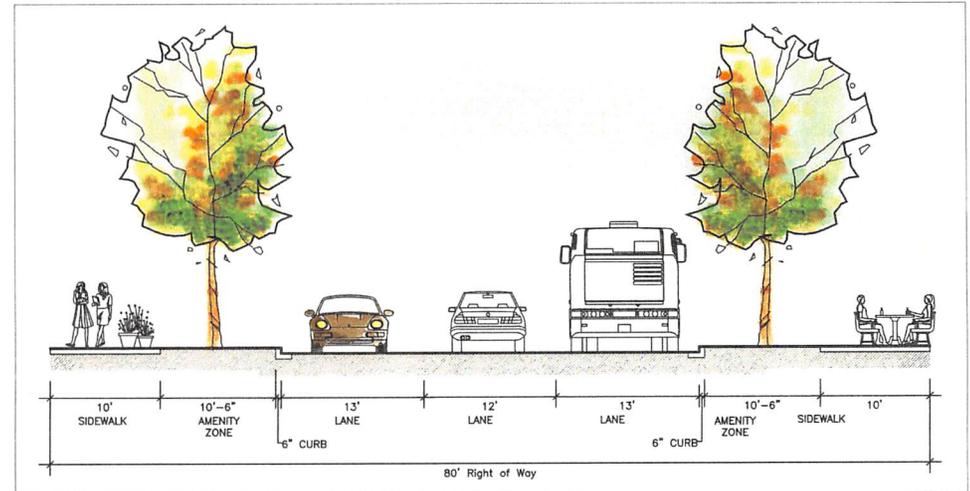
Task Force Meeting

**HLA**  
 Halsey, Lundquist Associates, Inc.  
 Civil Engineering • Land Surveying • Planning  
 2803 River Road  
 Yakima, WA 98902

**HBB**  
 LANDSCAPE ARCHITECTURE  
 215 Westlake Avenue North  
 Seattle, WA 98109

# Main Street Revitalization

September 2014



## Project Description

In December 2013, the Union Gap City Council hosted a kick-off meeting and visioning workshop to begin the planning process to revitalize Main Street. The Main Street study area consists of approximately 1.5 miles from just South of Valley Mall Boulevard to Interstate 82. During the kick-off meeting, participants were asked to volunteer to sit on a Task Force to guide development of the planning process. Comprised of business owners, city leaders, and residents, the Task Force convened several times to develop a design concept and provide a recommendation to City Council. In addition to the Task Force, the City Council participated in Main Street briefings and held a public forum to solicit community wide input.

## Public Process

### City Council Meetings

December 9, 2013 - Kickoff/Visioning Workshop  
 March 24, 2014 - Study Session  
 September 8, 2014 - Adopted Task Force Final Recommendation

### Task Force Meetings

January 22, 2014 - Walk & Talk / Prioritize Project Components  
 February 26, 2014 - Review Preliminary Design Concepts  
 April 30, 2014 - Recommend Preferred Option for Public Forum  
 July 29, 2014 - Finalize Recommendation for City Council

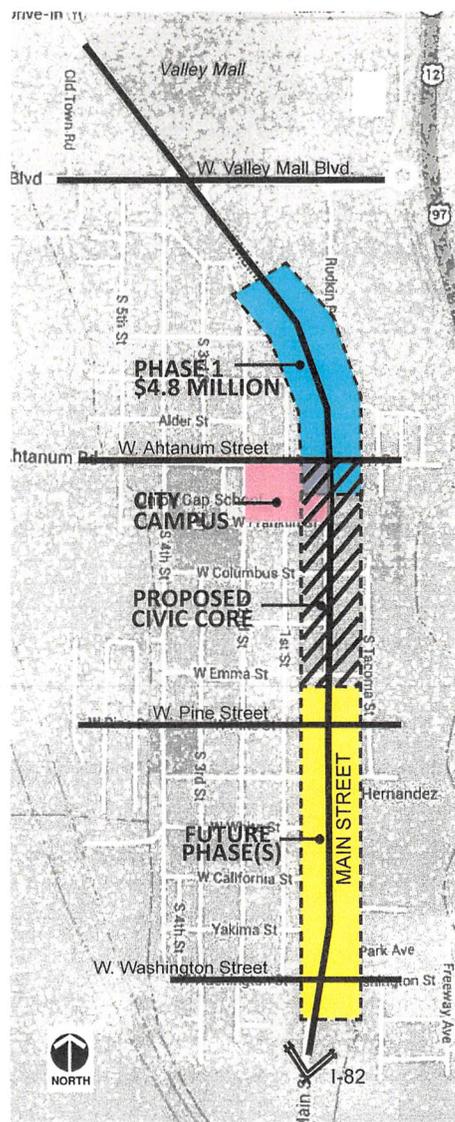
### Public Forum

June 16, 2014 - Community Review and Comment



Public Forum

## Study Area



## THE BIG IDEA

### Vision

Maintain a small town feel that integrates the city's value as an asset in the region. Create a pedestrian friendly, walkable, accessible and safe corridor with space for community events. Celebrate the historic character of Spring Creek Homestead, Pioneer Graveyard, and the Railroad.

### Geometry

- Revise the traffic lanes to provide one lane in each direction with a center turn lane throughout the corridor
- Eliminate on-street parallel parking
- Provide bus pull out locations for Transit Service
- Provide wider sidewalks

### Streetscape Components

- Identify the Civic Core as the hub of the corridor with enhanced lighting, site furnishings, street trees, art and/or special paving materials
- Provide pedestrian and street level light fixtures that reflect the design of the historic railroad
- Select site furnishings that are durable, vandal resistant, and easy to maintain
- Incorporate elements from the Cemetery in the site furnishings and lighting, such as the wrought iron ornamentation
- Include Complete Street components such as bike racks, energy efficient lighting, spaces for social/cultural events, enhance areas for transit riders, wider sidewalks and pedestrian furnishings
- Integrate different types of street trees to provide a variety of seasonal color and increased species diversity

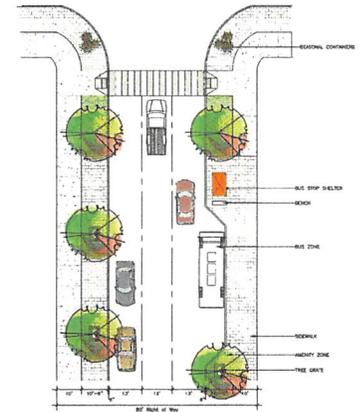


Historic Main Street



Pioneer Graveyard

## Geometry



## Main Street Examples



Duvall

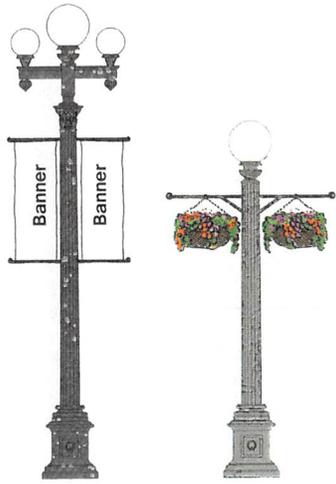


Merced Island



Snoqualmie Ridge

## Project Components



## Neon Alley

Legend



## Acknowledgements

**City Council**  
 Mike Farmer, Mayor  
 Don Vlieger, Deputy Mayor  
 Theresa Hancock, Councilor  
 Craig Hicks, Councilor  
 Nick Paulakis, Councilor  
 Jason Raines, Councilor  
 James Restucci, Councilor

**City Staff**  
 Mark J. Gervasi, City Manager

**Steering Committee**

## Consultants



Civil Engineering • Land Surveying • Planning  
 801 North 39th Avenue  
 Yakima, WA 98902



LANDSCAPE ARCHITECTURE  
 215 Westlake Avenue North  
 Seattle, WA 98109

## Public Process

Approximately 100 people participated during the planning process.

**Visioning Workshop**  
 September 14, 2011

**Walk & Talk Site Visit**  
 September 15, 2011

**Workshop to prioritize project components & review street geometry**  
 October 6, 2011

**Workshop with Business & Property Owners to review design concepts**  
 November 10, 2011

**Public Forum**  
 December 15, 2011



# City of Sunnyside Downtown Revitalization Action Plan

## Steering Committee Summary January 2012

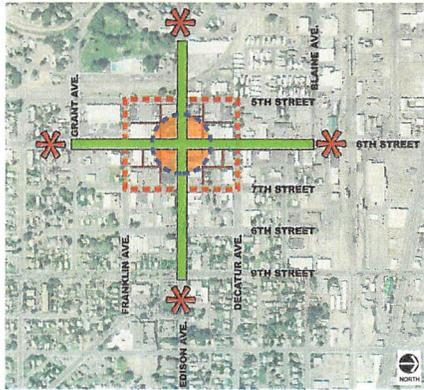


Photo Credit: Daily Sun News



## Project Description

The City of Sunnyside initiated a Downtown Revitalization Action Plan to improve the town's appearance and provide direction for both public and private investment. The plan identifies streetscape amenities and landscape improvements, wider sidewalks, street and pedestrian lighting while also considering parking needs, traffic flow and public utility upgrades. A Steering Committee comprised of twenty three enthusiastic business and property owners, community leaders and interested citizens provided valuable input throughout the planning process.



## Project Limits

The Steering Committee identified 6th Street and Edison Avenue as the town's main streets. Where they intersect is considered the heart of downtown with the project limits extending one block in each direction.

- Heart
- Entries
- Main Streets
- Downtown Streets
- Alleys

## Steering Committee Project Goals

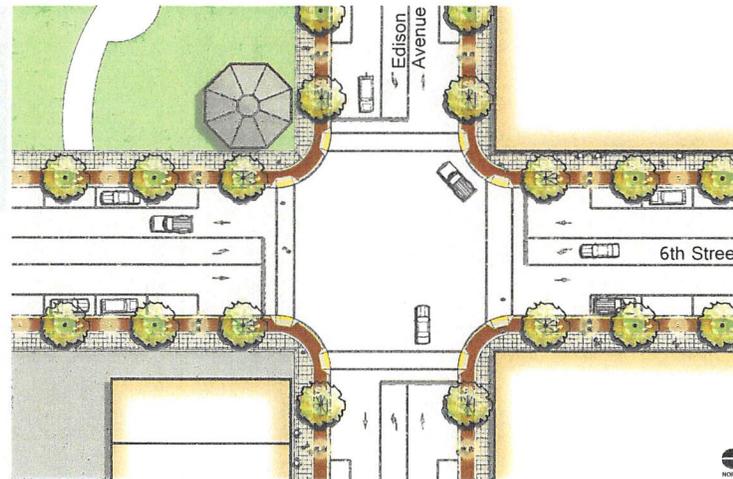
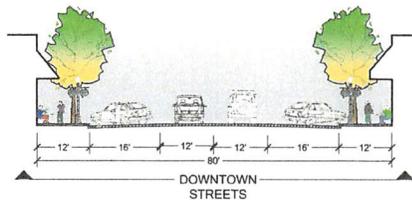
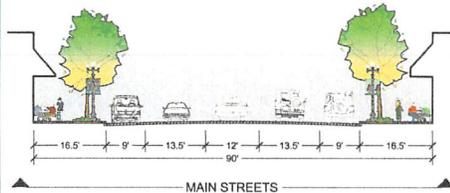
- Build on the Assets
- Turn Liabilities into Assets
- Celebrate Community with Events & Parades
- Welcome Visitors
- Share History, Culture & Industry
- Stay United, Positive, Friendly & Prosperous
- Create a Place to Return to

## Project Costs

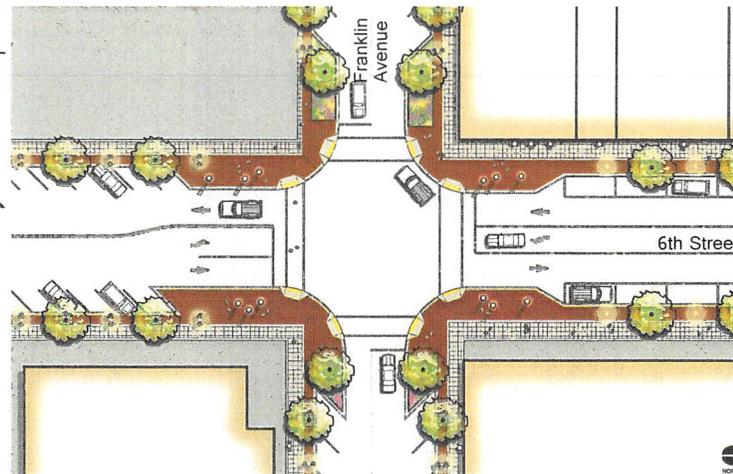
\$3,134,000 Streetscape Improvements

\$526,000 Utility Improvements

\$3,660,000 Total Project Cost



Main Streets Plan



Downtown Streets Plan

## Concept

The "Sunnyside Reflections" concept expresses the goals of the Steering Committee by incorporating the following project components:

- Provides wider sidewalks for events and retail opportunities on the main streets by converting angle parking to parallel parking.
- Incorporates the historic "globe" light fixture on all streets to enhance the pedestrian experience.
- Maintains the banner and flower basket program that currently exists on all streets.
- Locates a brick paving zone adjacent to the curb on all streets to recall the town's historic architecture and add warmth to the concrete sidewalks.
- Adds street trees with a columnar form and brilliant fall color.
- Uses artist designed vertical "story poles" that can be added over time, near the entries that depict the various aspects of the community's culture, history, industry and people.
- Establishes "Neon Alley" located between 5th Street and 6th Street adjacent to Centennial Park as a pedestrian corridor connecting Central Park to the Heart of Downtown. The alley will display the community's collection of vintage neon signs.
- Provides site furnishings including benches, trash receptacles, and electrical outlets for events and decorative street tree lights.

# Planning Process Checklist

- ✓ Kick-off Meeting: Visioning Exercise (12/9/13)
- ✓ Task Force Walk & Talk/Prioritize Project Components (1/22/14)
- ✓ Task Force Meeting: Review Preliminary Design Concepts (2/26/14)
- ✓ City Council Study Session: Review Preliminary Design Concepts (3/24/14)
- ✓ Task Force Meeting: Recommend Preferred Option (4/30/14)
- ✓ Public Forum Hosted by Task Force (6/16/14)
- ✓ Task Force Final Recommendation to City Council
- ✓ City Council Adoption

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Union Gap Main Street Revitalization

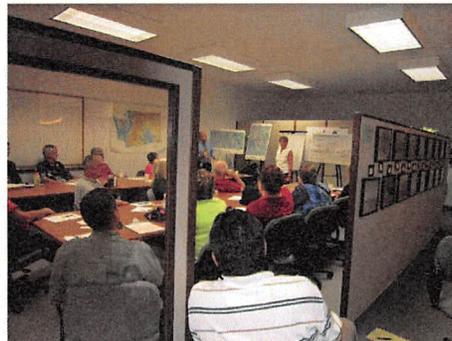


# SELAH FIRST STREET



HLA HBB October 25, 2016

- Form a Task Force
- Purpose
- Who are they?
- What is their role?
- How often do they meet?



# Process



HLA HBB October 25, 2016



HLA HBB October 25, 2016

# Visioning Workshop Summary (12-09-13)

## 3 Describe Union Gap to a Visitor

- Mecca of the valley
- Beginning of the greenway
- 300 days of sunshine
- Four distinct seasons
- Surrounded by hills; great views of Mt. Rainier & Mt. Adams
- "You have to see it to believe it"

## 4 What do you celebrate?

- Old town days
- Parade on Main Street
- Farmer's equipment museum



# Visioning Exercise

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# Visioning Workshop Summary (12-09-13)

## 5 What would you like to do on Main Street?

- Unique shops with unique store fronts
- Gathering spaces; community stage
- Wine tasting
- Sit and relax in a pedestrian friendly environment
- Ability to walk & cross Main Street
- Ability to drive on Main Street
- Historic farm equipment
- Planters and murals

## 6 What should it look like?

- Pedestrian friendly sidewalks with underground utilities
- Green with flowers and a landscape median
- Two lane traffic

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# Visioning Exercise Summary (12-09-13)

## 1 What makes Union Gap Unique?

- Oldest city in the Valley
- Gap between mountains
- Small town feel
- Year round schools
- Historic importance
- Open space and walking trails
- Strong Family Values
- Music
- "Gappers"

## 2 Strengths

- Agriculture gateway
- Retail shops and services
- More jobs than population
- Space for many purposes

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# Walk & Talk Summary (01-22-14)

- Pedestrian crossing at Washington Street
- Calm traffic as it approaches I-82
- Parking on-street is unsafe to open car doors
- Main Street is a regional asset
- Speed limit is too high; consider 25 mph
- Fruit City requires short term loading area
- Light for safe walkability
- Keep flag holders on light poles
- Maintain convenient west access from Main Street



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## Task Force Walk & Talk Site Visit and Meeting to Prioritize Project Components



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# Prioritize Project Components (01-22-14)

COMPONENTS	Comments	Tally (15 Total)
Art (Sculptures and Monuments)		14
Banners		10
Bike Lanes		12
Center Turn Lane		9
Covered Bus Stops		12
Event Banners/Signs		11
Functional Street	Look at RAB	15
Gathering Spaces		10
Landscape Medians		2
Landscape Strips		5
Music		10
Parallel Parking on Street	Include in an option / parking on side streets	2
Pedestrian Crossing(s) Mid-Block		11
Pedestrian Lights		14
Street Furnishings (benches, bike racks, trash receptacles, dog dispenser/water)		15
Street Trees	Smart trees	10
Way Finding Signs		13
Wider Sidewalks		11

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# Walk & Talk Summary (01-22-14)

- Gateway at Ahtanum & Main Street
- Announce "Union Gap" at Gateway
- Signage for Landmarks (Homestead, Pioneer Graveyard, etc.)
- Community event signage
- Underground utilities
- Emphasize crosswalks
- Pedestrian crossing at Columbus Street
- Inadequate sidewalk at Post Office



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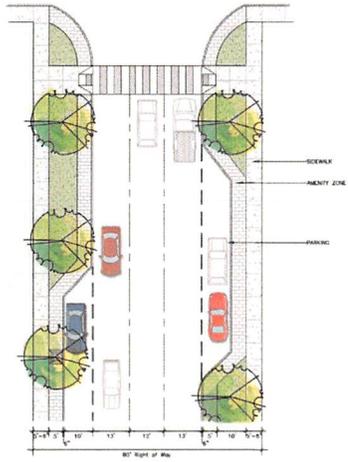


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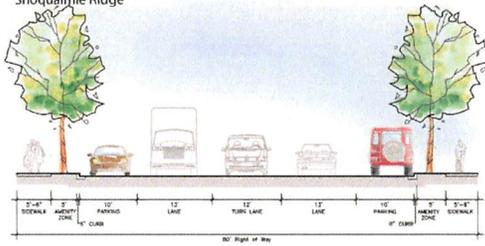


# Parking Option

(02-26-14)



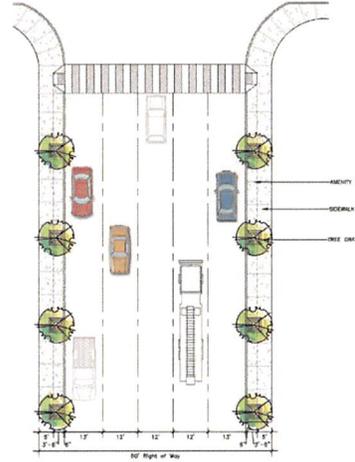
Snoqualmie Ridge



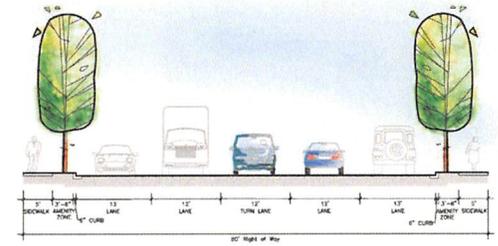
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# Mobility Option

(02-26-14)



Kenmore



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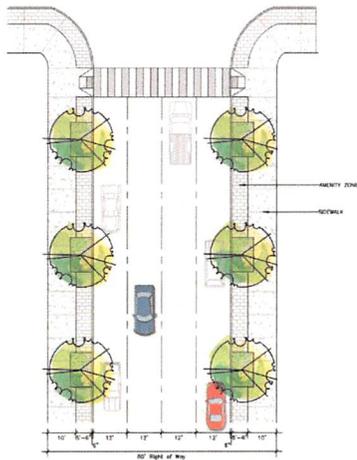


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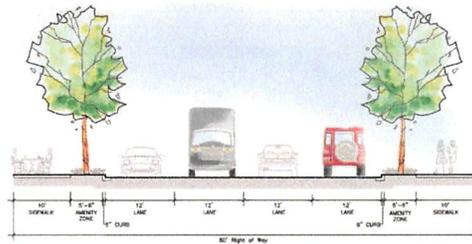


# Pedestrian Friendly Option

(02-26-14)



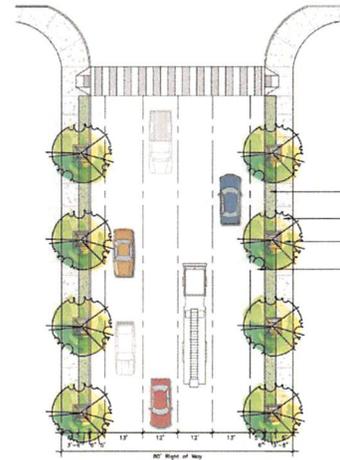
Mercer Island



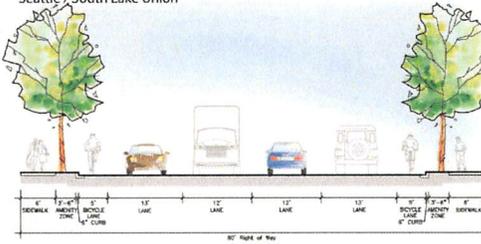
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# Multi Modal Option

(02-26-14)



Seattle / South Lake Union



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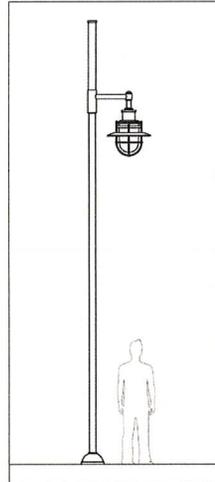
# Terminus (02-26-14)



VICTOR STANLEY – City Series



VICTOR STANLEY – Concourse

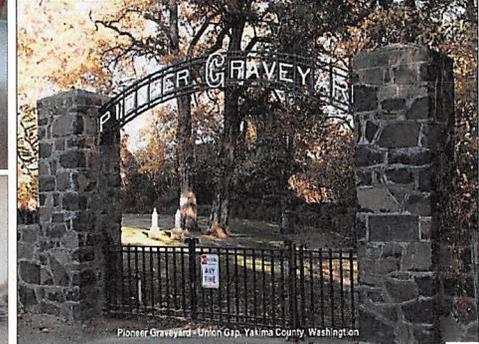


LUMEC - Candela



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# Recall (02-26-14)



Pioneer Graveyard – Union Gap, Yakima County, Washington



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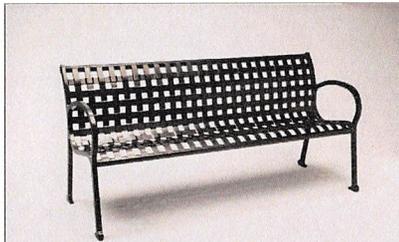
Public Forum  
Union Gap Main Street Revitalization



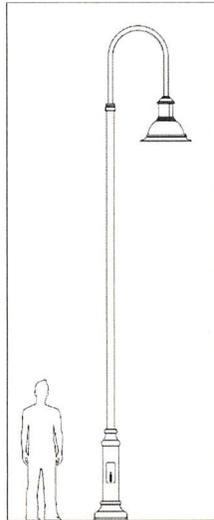
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# Junction (02-26-14)



LANDSCAPE FORMS – Scarborough Series (bench and receptacle)



LUMEC - Domus



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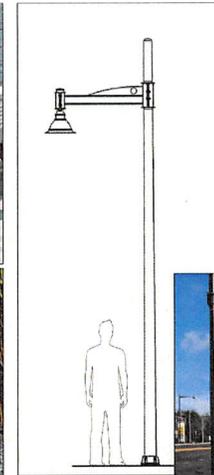
# Crossing (02-26-14)



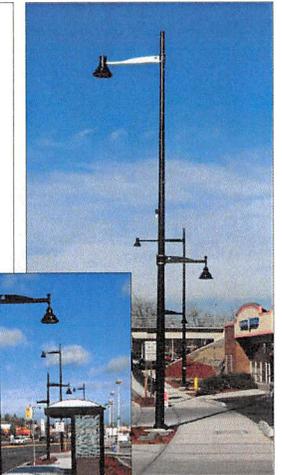
FORMS + SURFACES – Renaissance



FORMS + SURFACES – Leda



LUMEC - Domus



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# Street Tree Options (02-26-14)



**Bowhall Maple**  
*Acer rubrum* 'Bowhall'  
 Height: 50'-70'  
 Width: 12'-15'

**Summit Green Ash**  
*Fraxinus pennsylvanica* 'Summit'  
 Height: 40'-50'  
 Width: 12'-20'

**Chanticleer Flowering Pear**  
*Pyrus calleryana* 'Chanticleer'  
 Height: 30'-35'  
 Width: 12'-15'

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# Paving Options: Sidewalk & Amenity Zone (02-26-14)



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# What We Heard

Public Forum Summary 6-16-14

28 People Attended

- Like the civic core option (3 lanes)
- Like wider sidewalks
- Like tree lined street
- Concerned street trees will impact sidewalks
- Like the steel benches
- City should assist small businesses with exterior improvements (i.e. – loans, grants, and/or advice)



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# Paving Options: Texture & Pattern (02-26-14)



October 25, 2016



**Task Force Recommendation**  
 Union Gap Main Street Revitalization



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 Union Gap Main Street Revitalization



# Multi Modal Option

(02-26-14)



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# Prioritize Project Components (02-26-14)

COMPONENTS	Comments	1-22 Tally (15 Total)	2-26 Tally (14 Total)
Art (Sculptures and Monuments)		14 (93%)	9 (64%)
Banners		10 (67%)	12 (86%)
Bike Lanes		12 (80%)	3 (21%)
Center Turn Lane		9 (60%)	8 (57%)
Covered Bus Stops		12 (80%)	9 (64%)
Event Banners/Signs		11 (73%)	12 (86%)
Functional Street	A) Intermediate Signal at Intersection	15 (100%)	12 (86%)
Functional Street	B) Roundabout	N/A	3 (21%)
Gathering Spaces		10 (67%)	10 (71%)
Landscape Medians		2 (13%)	0
Landscape Strips		5 (33%)	6 (43%)
Music		10 (67%)	10 (71%)
Parallel Parking on Street	A) Include in an option	2 (13%)	0
Parallel Parking on Street	B) Parking on Side Streets	2 (13%)	14 (100%)
Pedestrian Crossing(s) Mid-Block	Signal for pedestrians	11 (73%)	13 (93%)
Pedestrian Lights		14 (93%)	11 (79%)
Street Furnishings (benches, bike racks, trash receptacles, dog dispenser/water)		15 (100%)	14 (100%)
Street Trees	A) Smart Trees	10 (67%)	10 (71%)
Street Trees	B) Artificial Trees	N/A	2 (14%)
Way Finding Signs		13 (87%)	13 (93%)
Wider Sidewalks (10+)		11 (73%)	9 (64%)

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Union Gap Main Street Revitalization



# Parking Option

(02-26-14)



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# Mobility Option

(02-26-14)



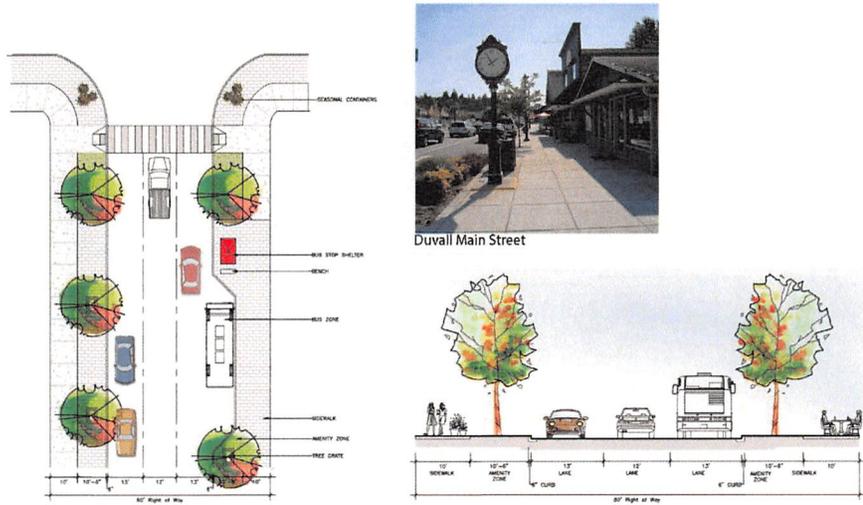
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# Civic Core



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**Public Forum**  
Union Gap Main Street Revitalization



# The Big Idea

- Small Town Feel
- Retail Shops and Services
- Regional Asset
- Gateway at Ahtanum
- Historic Importance
- Parade Route
- Gathering Space / Community Stage
- Pedestrian Friendly / Walkability
- Wider Sidewalks
- Lights for Safety
- Pedestrian Crossings
- Traffic Calming (25 MPH)

October 25, 2016

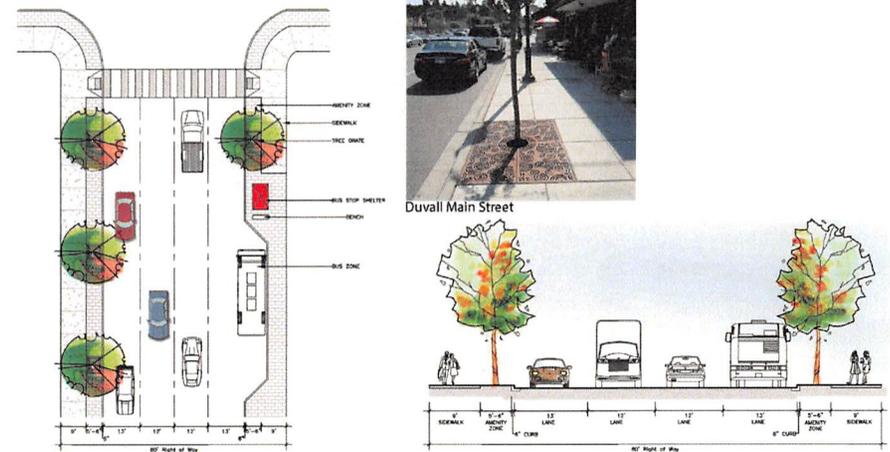


**Public Forum**  
Union Gap Main Street Revitalization



# Successful Revitalization Project

# Pedestrian Friendly (Revised)



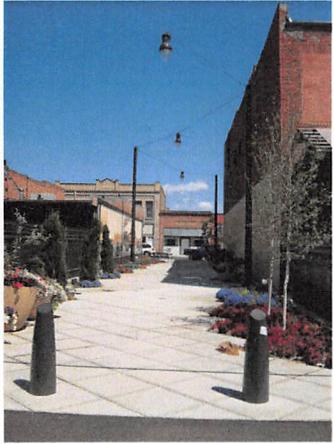
October 25, 2016



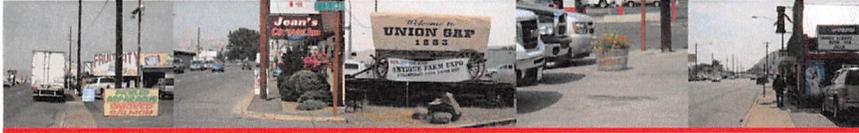
**Public Forum**  
Union Gap Main Street Revitalization







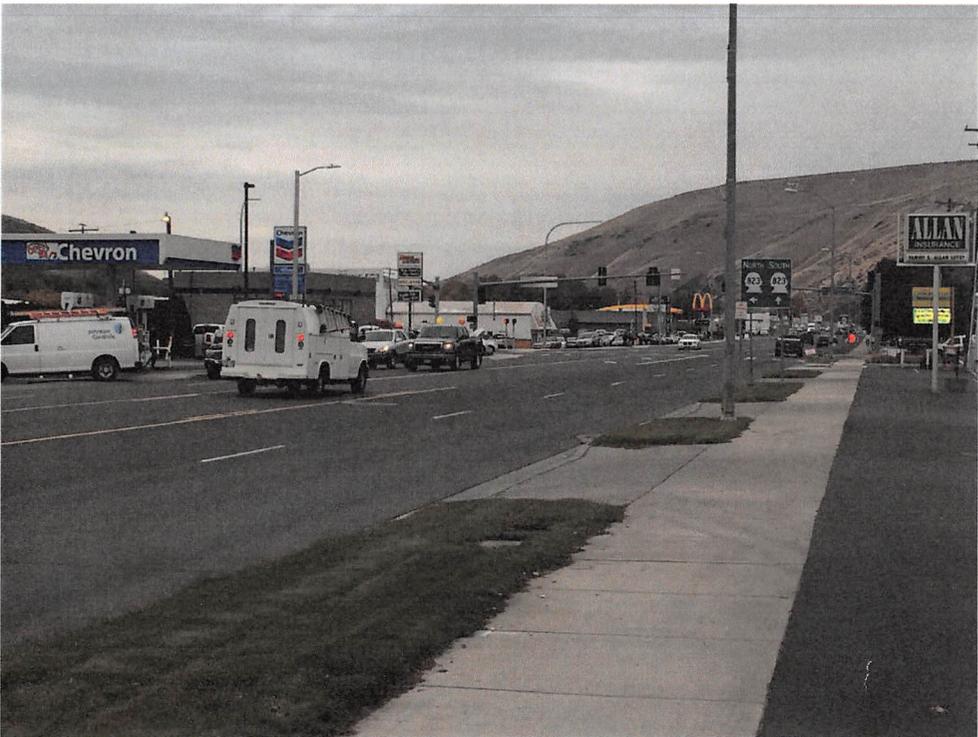




## Questions & Answers







City of Selah  
Council Minutes  
October 25, 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 5:30pm.
- B. Roll Call
- Members Present: John Tierney; Roy Sample; Laura Ritchie; Roger Bell; Diane Underwood; Russell Carlson
- Members Absent: Paul Overby
- Staff Present: Bob Noe, City Attorney; Gary Hanna, Fire Chief; Jim Lange, Deputy Fire Chief; Eric Steen, Deputy 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 Ritchie moved, and Council Member Tierney seconded to excuse Council Member Overby from the meeting. By voice vote, approval was unanimous.
- D. Pledge of Allegiance
- Council Member Underwood led the Pledge of Allegiance.
- E. Invocation
- Pastor Brad Hill gave the prayer.
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/ Presentations **None**
- H. Getting To Know Our Businesses

1. Jane Beebe, Spirit of Hope

Jane Beebe, 4280 North Wenas Road, approached the podium and addressed the Council. She said that Spirit of Hope is an equine center for life and learning, which she has owned and operated since 2005, working with individuals and groups to develop life skills, communication, team building, and leadership by partnering with horses. She has now added Hope for Heroes to this, which is for veterans with PTSD, to treat depression, anxiety, grief and loss.

Mayor Raymond inquired about their funding sources.

Ms. Beebe responded that Hope for Heroes is funded by grants and individuals, while Spirit of Hope is through contracts, adding that they are in their seventh year of working with the youth from Sundance.

Council Member Ritchie wondered if they received any government funding.

Ms. Beebe replied that they do not as of yet, but with Hope for Heroes she is hoping to get support in that way. She mentioned that she would like to start working with some of the juveniles just getting out of system and see how incorporate that as well.

Council Member Ritchie commented that she works out of Juvenile Court and suggested that there may be other funding available to help with recently released juveniles.

Council Member Sample asked about the facility's location.

Ms. Beebe handed out business cards.

Mayor Raymond requested that she explain what a life skill with a horse would be.

Ms. Beebe responded that boundaries, trust, and respect are things that youth are sometimes lacking, and that the horses mirror their feelings, not what they said, giving an example of life skills exercise to explain what she meant.

Council Member Underwood commented that she saw something about using them with children and found it quite inspirational.

Ms. Beebe agreed that it is truly inspirational.

Mayor Raymond thanked Ms. Beebe for coming to the meeting.

- I. Communications

1. Oral

Mayor Raymond opened the meeting.

Owen Packard approached the podium and addressed the Council. He expressed his appreciation for their support of the Selah Downtown Association (SDA) over the years, financially and otherwise, and requested that the City take advantage of the public utility tax credit offered by the Washington State Department of Revenue (DOR) for those affiliated with the Main Street program. He briefly explained the program and how it not only brings money back into the community but also provides a seventy-five percent tax credit the following year for those who participate in the program, noting that there is a finite amount of money earmarked for this on a first come, first served basis. He talked about their efforts to find a steady long-term income stream for the SDA, saying that they are looking in all other viable avenues of funding.

Council Member Sample inquired as to the funding limit, wondering if it was the same as that for businesses.

Mr. Packard responded that they could receive up to one hundred thirty-three thousand in contributions.

Council Member Sample asked for the total amount allocated by the State for the program.

Mr. Packard replied that it is one point five million.

Whitney Stohr, Executive Director, said that that they are in continual discussions with the State, looking at ways to fix how the funds are disappearing and how to fix the problem at the State level to prevent the funds from being gone on January second.

Council Member Tierney remarked that there is a finite amount of money available, expressing his concern that if city were to jump in that many deserving businesses in Selah would be deprived of the opportunity to take advantage of that tax credit.

Mr. Packard responded that thus far they have not even come close to hitting the maximum amount.

Ms. Stohr stated that they are holding meetings for any businesses who want to take advantage of this, inviting all business owners to their meetings.

Mayor Raymond wondered where the pledged money went.

Mr. Packard explained that businesses would be pledging to be part of the B&O tax incentive, and they would like to get to a point where they have donors throughout community regardless of the B&O tax incentive.

Council Member Ritchie observed that it does not have to be a business located in Selah; it could be a resident in Selah who cares about Selah and participates using their B&O tax money.

Mr. Packard commented that they had forty thousand pledged last year but did not get the tax incentive.

Ms. Stohr gave a brief explanation of the various ways downtown associations get funding, adding that this is a big opportunity for businesses in the area.

Council Member Tierney inquired about a limit on how much a business can pledge.

Ms. Stohr replied that the limit is the amount they pay in B&O taxes.

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

2. Written **None**

J. Proclamations/Announcements **None**

K. Consent Agenda

**Council Member Ritchie moved, and Council Member Sample seconded, to place N – 2 and N – 3 on the Consent agenda. Council Member requested that N – 2 not be added. By voice vote, approval to add N – 3 to the Consent Agenda was unanimous.**

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 11, 2016 Study Session and Council Meeting

\* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 80120 – 80204 for a total of \$212,475.84  
Claim Checks Nos. 68413 – 68480 for a total of \$224,345.94

\* 3. Resolution N – 3: Resolution to authorize the Mayor to sign an application for funding from the Surface Transportation Block Grant (STBG)

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

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business

a. City Council Meeting times

Mayor Raymond stated that the subject of meeting times was broached at the last meeting, and placed on the agenda for discussion today.

Council Member Underwood passed out a list of cities around the valley and their current meeting times.

Council Member Ritchie said that she is in favor of having both meetings start at five-thirty pm, especially since they are having study sessions before every council meeting, as it would be almost impossible for her to make a three pm study session.

Council Member Underwood suggested having it start at six pm, so that those who get off at five have enough to get home, adding that she is off work at four-thirty.

Mayor Raymond indicated those in attendance, saying that this is all they see for the public attending their meetings, and that when they have a meeting at six that runs until nine, it makes for a late night.

Council Member Tierney observed that they have had meetings that ran past eleven pm.

Mayor Raymond added that staff still has to go to work each morning.

Council Member Tierney felt that the current meeting times have worked well to allow plenty of public to be here, and that it gives them flexibility for scheduling study session and executive sessions as well. He remarked that she would hate to see the times changed simple because they are different from those of other cities, and that everyone who ran for election knew what the times were when they ran.

Council Member Underwood responded that they weren't at this time when she ran, and that it makes it difficult for someone who works during the day from being able to run for Council, adding that she is lucky to have a company that lets her get off early.

Council Member Carlson opined that providing two alternatives allows for a broader range of people to attend, giving the example of a stay at home mom as someone who would have a hard time attending a later meeting time. He felt that the two options provides opportunity for more to attend, adding that he is self-employed yet finds times to attend and still get his work done.

Council Member Tierney remarked that another issue they are overlooking is that for nine months of the year they have students involved in governmental classes that sit in on meetings and that they generally do so at the earlier meetings.

Council Member Underwood stated that students attend the Selah School District meetings and are allowed to leave early.

Council Member Sample said that his basic problem is when they have a study session that starts at three pm, and that he tends to agree that five thirty will allow people time to clean up and get down here.

Mayor Raymond felt that they should also take into consideration the staff that attends council meetings.

Council Member Tierney wondered about the City's cost for them to stay late.

Council Member Ritchie suggested no having study sessions with four pm meetings.

Mayor Raymond responded that sometimes things come up that need to be discussed.

Council Member Ritchie commented that the students will come no matter what time it is, and that she feels it would be think easier for the public to come after five pm. She thought they should take into consideration the Council Members' schedules as well, as it is almost a half day off for those who work. She added that Council Member Overby has been in favor of this in the past.

Council Member Tierney suggested that a proposal come back as an AIS at a future meeting.

Council Member Carlson liked the idea of limiting study sessions at the four pm meetings, as much as feasibly possible.

Council Member Tierney asked if they are required to have the study session prior to the meeting.

City Attorney Noe replied that there is no requirement.

Public Works Director Henne remarked that they could just have a study session at the second meeting.

Mayor Raymond said that the matter would be brought back for a vote at the next Council Meeting.

#### N. Resolutions

1. Resolution Authorizing the Mayor to Sign a SunComm Interlocal Dispatch Service Agreement with the Cities of Yakima and Union Gap, and Yakima County Fire Protection Districts 1,2,3,4,6,9,12 and 14

Fire Chief Hanna addressed N – 1. He said that this contract is normally a three-year contract with a five percent increase each year, and that the chiefs wanted them to justify that, as they do not get those increases in their budgets. He went on to say that this is a two year contract based on a per call increase with the provision that it can be reevaluated, adding that SunComm dispatches for the Yakima Police Department as well as every Fire Department in the upper valley, and there isn't another option for the department to consider using as a dispatch service due to the multi-million dollar infrastructure with repeater sites. He acknowledged that the amount is a big number, based on the call volume of the previous full calendar year, with a set amount per dispatch, and that he does not anticipate the fees ever going down as the department is busier every year.

Council Member Carlson asked about the annual value of the last contract.

Fire Chief Hanna replied that it was approximately two thousand dollars less.

Council Member Tierney wondered if the seventy thousand nine hundred and ninety-three dollars was the City's share only.

Fire Chief Hanna responded that his budget reflects the sixty-forty split, with the City paying forty percent of that amount.

Council Member Tierney inquired as to how it compares to the proposed budget.

Fire Chief Hanna replied that it is the same one.

**Council Member Ritchie moved, and Council Member Tierney seconded, to approve the Resolution Authorizing the Mayor to Sign a SunComm Interlocal Dispatch Service Agreement with the Cities of Yakima and Union Gap, and Yakima County Fire Protection Districts 1, 2,3,4,6,9,12 and 14. Roll was called: Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

2. Resolution Authorizing the Mayor to Sign a Camp Contract with UK International Soccer Inc.

Recreation Manager Mullen addressed N – 2. He said that this contract allows UK International Soccer Inc. to come in and do another camp, adding that the 2016 camp had thirty attendees and he estimates fifty for 2017. He commented that the professional players come from England and have to pass strict background checks to get a work visa to come to America.

Council Member Tierney expressed his confusion regarding the fiscal impact of a five hundred dollar gain on the AIS.

Recreation Manager Mullen replied that the City pays nothing out of pocket, but they gain a certain amount from registration.

Council Member Carlson asked what the number was from this year.

Recreation Manager Mullen responded that it was three hundred dollars, and that the plan for those funds is to help upgrade Lince field.

Council Member Ritchie noted that the contract talked about host families and wondered if that happened.

Recreation Manager Mullen replied that they had three instructors and three host families, and that the instructors helped out with chores around the houses they stayed at.

**Council Member Tierney moved, and Council Member Ritchie seconded, to approve the Resolution Authorizing the Mayor to Sign a Camp Contract with UK International Soccer Inc. Roll was called: Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

- \* 3. Resolution to authorize the Mayor to sign an application for funding from the Surface Transportation Block Grant (STBG)

O. Ordinances

- 1. Ordinance Amending Chapter 4.32 of the Selah Municipal Code entitled “Business Registration”

Clerk/Treasurer Novobielski addressed O – 1. He outlined the proposed amendments to the Municipal Code, which had been discussed with the majority of the finance committee, to include a change from the flat rate of twenty-five dollars per license to one that will be based on the number of employees, defining business registration to mean licensing, changing the term of the license from annual to run three hundred sixty-five days from the date of issuance, and changing from a separate license for each location of a business to instead be one license with multiple locations.

Council Member Ritchie agreed with the three hundred sixty-five days, but wondered how that would work with everyone scheduled for renewal on January first.

Clerk/Treasurer Novobielski acknowledged that the majority are probably tied to a January first renewal date.

Council Member Ritchie asked if there would be sending out letters of renewal.

Clerk/Treasurer Novobielski responded in the affirmative, adding that information from the State still needs to come through before they begin the process of sending out renewal notices based on the expiration dates provided by the State.

Council Member Sample requested confirmation that if someone registered a business in November they would be due for renewal the next November.

Clerk/Treasurer Novobielski replied in the affirmative.

Council Member Tierney wondered about receiving refunds from the State.

Clerk/Treasurer Novobielski responded that the City received what they were entitled to, and that those businesses who recently renewed will avoid the fee increase until their license is due for renewal.

Council Member Tierney clarified that he was thinking about someone who just relicensed on September first of this year, and receiving back nine months of registration monies back from the State.

Clerk/Treasurer Novobielski replied that the State received a fee, but the City received the money for the license.

**Council Member Tierney moved, and Council Member Ritchie seconded, to approve the Ordinance Amending Chapter 4.32 of the Selah Municipal Code entitled “Business Registration”. Roll was called: Council Member Tierney – yes; Council Member Sample – yes; Council Member**

**Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Deputy Police Chief Steen said that Nick Singletary, their SRO would be partnering with the Moxee Police Department as of January eleventh as the assistant commander of reserve officers for Yakima County. He remarked that the Selah Police Department relies on its reserves regularly, and that they are a valuable resource to our community. He expressed his pride in Officer Singletary for taking on this role.

Council Member Tierney asked how it would affect coverage.

Deputy Police Chief Steen replied that most of the time they will be doing training on Tuesday and Thursday nights, and on Saturdays, which will have no effect.

Recreation Manager Mullen said that they are currently interviewing for the Recreation Coordinator spot, and that the person hired will take on the skate park with his guidance and assistance. He gave a brief update on current and upcoming youth sports, noting that he talked with the president of the Selah Tomahawks about the flag football league and their expectation of forty to fifty teams from the Yakima Valley, as the City has one of the only leagues in the area.

Fire Chief Hanna thanked the Council for approving the contract. He said that they have finished the annual recruitment drive with nineteen individuals, and hope to retain a good half dozen or so from that group.

Clerk/Treasurer Novobielski gave a sales tax update, noting that they should easily exceed the estimated revenue by a hundred thousand dollars.

Civic Center Manager Tait talked briefly about electrical repairs to the Civic Center then said she would be attending a social gathering next week to network with others in the valley to help the senior community members.

City Planner Bedi stated that there would be a Planning Commission meeting next Tuesday.

Human Resources Manager Potter clarified that the only person's wages affected by Council Meetings would be Executive Assistant Lake, as the remainder of staff are exempt employees. He said that Recreation Manager Mullen, Mayor Raymond and himself had an interesting meeting with the Selah School District regarding a community services fair to be held at the middle school, with a focus on families and youth regarding recreation groups, social services groups, and nonprofits.

Council Member Tierney inquired as to whether the exempt staff get comp time as compensation.

Human Resources Manager Potter replied that it is his understanding that exempt employees get no additional compensation in any way for their time; although in very particular circumstances City Administrator Wayman has helped adjust schedules to allow for weekend events and holidays, but it is never recorded as comp time.

Public Works Director Henne remarked that he is technically correct, but former Council Member Finch did make a motion that employees who stayed later could use comp time later that week. He gave a brief update on Well No. 6 and the issue they had with the pump then summarized the winter prep the department is undergoing to be ready for the season. He suggested having another study session at the second meeting in November to continue discussion of the First Street beautification project.

City Attorney Noe had no report.

2. Council Members

Council Member Ritchie had no report.

Council Member Sample had no report.

Council Member Tierney had no report.

Council Member Bell had no report.

Council Member Underwood had no report.

Council Member Carlson said that he attended the monthly YVCOG meeting the other night, during which they talked about the Yakima Basin Integrated Plan and the amount needed to gain fifty thousand acre feet of water for the project. He noted that the City's contribution was four hundred fifty-six dollars and thirty-five cents.

Public Works Director Henne commented that he received letter from them yesterday regarding that.

3. City Administrator **None**

4. Boards

a. Planning Commission Minutes – August 16, 2016

5. Mayor

Mayor Raymond stated that Thursday night is the first Community Days board meeting, and encouraged anyone who was interested in being on the committee to attend.

**Council took a five-minute recess.**

P. Executive Session

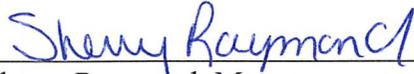
1. 30 Minute Session – Real Estate RCW 42.30.110 (1) (c)

Council went into Executive Session at 6:47pm. At 7:18pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

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

The meeting adjourned at 7:18 pm.

  
\_\_\_\_\_  
Sherry Raymond, Mayor

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

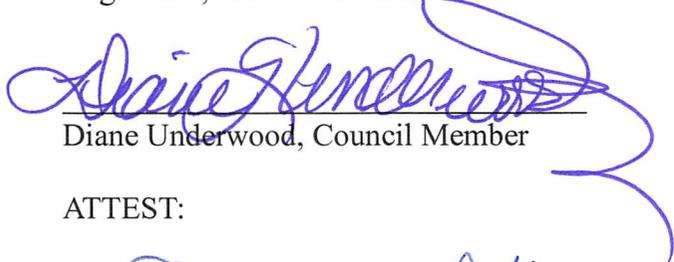
  
\_\_\_\_\_  
Laura Ritchie, Council Member

EXCUSED  
\_\_\_\_\_  
Paul Overby, Council Member

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

  
\_\_\_\_\_  
Roger Bell, Council Member

\_\_\_\_\_  
Russell Carlson, Council Member

  
\_\_\_\_\_  
Diane Underwood, Council Member

ATTEST:

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