

City of Selah
Council Minutes
September 13, 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 4:00pm.

B. Roll Call

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

Members Absent:

Staff Present: Don Wayman, City Administrator; 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 **None**

D. Pledge of Allegiance

Police Chief Hayes led the Pledge of Allegiance.

E. Invocation

Pastor Brad Hill gave the prayer.

F. Agenda Changes

Add to Agenda:

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

G. Public Appearances/Introductions/ Presentations

1. Whitney Stohr, Selah Downtown Association

Whitney Stohr approached the podium and addressed the Council. She spoke about the Selah Downtown Association's events over the summer, starting with the gala held last Saturday and managing the Wednesday market, and the success of Tree Top Park, which has been a learning opportunity as well. She said that there was initial push back regarding the popup park taking up valuable parking spaces, but over time they have received positive comments as it moved around town, utilizing it for a Chamber After Hours event when it was at Viking Village, shifting it to Carlon Park for the upcoming Base Race, hopefully one more stop before deconstruction in October. She stated that they are required to keep track of how many they serve, and that just the Wednesday Markets and Second Saturday events have served over three thousand three hundred people, not including volunteers or volunteer hours. She went on to say that they are transitioning into fall events, such as partnering with the Viking Crew for Spirit Week; a quarterly coffee with the cops type of event, that would be both outreach and a way for the Police Department to talk with community members; and the Second Saturday program, which continues to grow each month. She added that they received notification yesterday that they were awarded two different grants from Pacific Power; one for the Second Saturday program, and another for an economic development training program for business owners. She ended by saying that the focus over the next couple of months will be working with businesses to learn about the B&O tax program, which allows businesses to pledge money through the Main Street program to their local organization, to ensure that those who wish to pledge are ready for the January first deadline.

Council Member Carlson inquired as to where the trees would be planted.

Ms. Stohr responded that it is still a work in progress, but she believes one will go to Nana Kate's.

Mayor Raymond asked if they were still planning a January first get together.

Ms. Stohr replied in the affirmative, saying that it will be for all businesses interested in the B&O program dollars. She noted that the pot goes away quickly, and that it is important that those businesses interested get in on the first.

Council Member Tierney wondered about the dollar value of the grants received.

Ms. Stohr responded that both were five hundred dollar grants.

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

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Wayne Worby, 200 Weems Way, approached the podium and addressed the Council. He stated that he looked through the minutes online and picked up a few comments surrounding the Bill Callahan issue from the last meeting, which he wanted to review. He felt that the Council Members in attendance were disappointed that the matter was brought forward in that manner, which was expressed in many ways. He read aloud comments from Council Members, the Mayor, and Human Resources Manager Potter,

adding that there were many more than those he read. Picking up a piece of paper, he said that it contained an email given to him, from an official in the City of Selah, reading aloud a message from City Administrator Wayman to a concerned citizen before adding that he is representing the Council and our city in language far worse than anything Mr. Callahan said. He passed out a letter to Council regarding the eighteen-month golden parachute proposed to be given to the City Administrator, saying that he is opposed to it and thinks there are many reasons why many people are opposed to his reasons and actions. He encouraged the Council to reflect back on this, saying that these are not innocent comments and or isolated incidents.

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

2. Written

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

J. Proclamations/Announcements **None**

K. Consent Agenda

Council Member Overby moved to add N – 2 and N – 3 to the Consent Agenda. Council Member Ritchie requested that they remain as part of the regular 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: august 23, 2016 Council Meeting

* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 80021 – 80070 for a total of \$265,657.04

Claim Checks Nos. 68189 – 68263 for a total of \$194,597.18

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

L. Public Hearings

- 1. Public Hearing to consider the resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021

Public Works Director Henne addressed L – 1. He said that Selah contracts for transit services with Yakima Transit, which requires an annual update of the six-year plan. He stated that the plan discusses the organization of the City, the transit services, long and short-range priorities, how the programming is

established and any significant changes that may be planned, requesting that they hold a public hearing as required.

Mayor Raymond opened the Public Hearing. Seeing no one rise to speak, she then closed the Hearing.

M. General Business

1. New Business

a. Creation of a New Position

Human Resources Manager Potter addressed M – 1a. He noted that Council was provided with a new version of the AIS from the packet, showing a range for both 2016 and 2017 rather than the single amounts listed on the original AIS, which will allow them to consider the applicants' credentials and history with a range that covers all administrative personnel. He reiterated previous discussions about records requests and the need to hire a records clerk, most recently at the Council retreat, reminding them of the legal requirement to respond and provide requests in an organized and responsive manner. He briefly outlined the responsibilities of the proposed position then opened the floor to their questions.

Council Member Tierney remarked that this task has been handled in house for some time, by existing staff, and requested that he outline the reason for a new employee.

Human Resources Manager Potter responded that there has been an increase in the workload the last few months, with requests that will take months or even years to answer.

Council Member Tierney asked about the impact to the city budget.

City Administrator Wayman replied that it has already impacted it, as they have pulled a part-time person from the Fire Department to handle the load in addition to what Executive Assistant Lake has to do. He noted that a large number of requests come from two individuals, one of which is not a city resident.

Council Member Tierney wondered about the adverse effect on the Fire Department.

Human Resources Manager Potter responded that he was discussing a records request with the Fire Chief earlier that day for records as far back as they have them, which entails going through eleven file boxes of records to ensure they have all the correct records responsive to that request.

Council Member Ritchie asked what would be done with that position in the future, assuming the records request thing is a fad for the moment.

Human Resources Manager Potter replied that there is always other work they could be tasked with. This is a non-represented position and council could eliminate it from the budget at that point, with no ramifications from the Teamsters.

Council Member Ritchie inquired if it could be advertised as a temporary position.

City Administrator Wayman responded that the position would transition to helping Clerk/Treasurer Novobielski with some of the clerk duties, adding that it is unlikely given the statewide trend. They have to face the future and understand that they will be dealing with these kinds of requests, and unable to handle them without staff dedicated to that task. He commented that they looked at a temp agency, but when they did an analysis of what is on the plate now and what to expect a year from now it did not pan out. He added that, if the Council chooses not to do this, then staff would do a reorganization to put a full time person on this.

Council Member Tierney asked that he state, for the information of the audience, what happens if they do not respond to requests in a timely manner.

City Attorney Noe spoke up, saying that the Act says that if they cannot respond in five days then they need to come up with a reasonable estimate, so the City goes through a process of how long take to respond to requests. He noted that they have some flexibility to extend it if necessary, but they cannot extend it too much, and that if they do not timely respond then there can be an imposition of statutory penalties.

Council Member Tierney inquired if it could exceed what the cost of this position is.

City Attorney Noe replied in the affirmative.

City Administrator Wayman noted that it is not covered under their insurance.

Council Member Sample remarked that the position is also for retention and training in various departments, and wondered what part of the job would remain to do that.

Human Resources Manager Potter responded that several departments have records in paper format. There would need to be some sort of management in place for digital retention and storage, establishment of a policy for records stored for 'x' amount of years and then destroyed after a certain date, as there currently is not a policy or description on how to handle these records. He commented that, if they move to digital records, a body needs to scan them for retention.

Council Member Tierney observed that they would need to develop retention file criteria for how long to keep said records.

Council Member Sample felt that the salary was on the high side and asked if the benefits are worth that much.

Human Resources Manager Potter replied that the first year is only accounting for three months, but they have to estimate that the person will elect to use all benefits that they could offer rather than the minimum that could be used.

Council Member Tierney moved, and Council Member Overby seconded, to approve the Creation of a New Position. 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; Council Member Carlson – yes. By voice vote, approval was unanimous.

2. Old Business **None**

N. Resolutions

1. Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021.

Public Works Director Henne addressed N – 1. He requested that Council approve the Resolution adopting the Selah Transit Development Plan, reading the list of items from the plan.

Council Member Overby moved, and Council Member Tierney seconded, to approve the Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021. 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; Council Member Carlson – yes. By voice vote, approval was unanimous.

2. Resolution authorizing the Mayor to sign agreement between PPC Solutions, Inc. and the City of Selah for security provided in the beer garden during the Selah Autumn Festival and Selah Base Race

Recreation Manager Mullen addressed N – 2. He requested that Council approve the Resolution with PPC Solutions for the Fall Festival and Selah Base Race, saying that they are needed for the field they will have the beer garden in, to check identification and provide general security.

Council Member Ritchie asked about the fiscal impact of thirteen hundred dollars, as her understanding was that they were going to make money for the festival and have the excess go to charity.

Recreation Manager Mullen responded that the excess is going to charity.

Council Member Ritchie inquired if this is coming from city funds.

Recreation Manager Mullen replied in the affirmative.

Council Member Ritchie wondered why.

Recreation Manager Mullen responded that it is a budgeted amount.

Council Member Ritchie then asked why the matter was brought before Council.

Recreation Manager Mullen replied because of the agreement.

Council Member Ritchie moved, and Council Member Overby seconded, to approve Resolution authorizing the Mayor to sign agreement between PPC Solutions, Inc. and the City of Selah for security provided in the beer garden during the Selah Autumn Festival and Selah Base Race. 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; Council Member Carlson – yes. By voice vote, approval was unanimous.

3. Resolution authorizing the Mayor to sign agreement between Nana Kate's and the City of Selah in order for Nana Kate's to provide services in the beer garden during the Selah Autumn Festival and Selah Base Race

Recreation Manager Mullen addressed N – 3. He said that this agreement is for Nana Kate's to provide food in the beer garden during the event, as Ms. Platt has the experience and has been an integral part, this will provide her with a dollar for each person who enters the beer garden, which will be donated to the Wounded Soldier Project from Nana Kate's.

Council Member Ritchie wondered about the source of the money.

Recreation Manager Mullen replied that it comes from part of the business's profits.

Council Member Ritchie then asked about the point of the agreement.

Recreation Manager Mullen answered that it will provide her with recognition.

Council Member Ritchie requested that they be more open-minded towards other businesses who might desire that role for next year's event, adding that she is concerned over the appearance of favoritism.

City Administrator Wayman said that Ms. Platt was the only individual who stepped up when they were looking for someone to help.

Council Member Ritchie responded that she did not want to cheapen her services but was surprised to see it on the agenda four days prior to the event. She recommended doing it more ahead of time.

City Administrator Wayman commented that he would be glad to expand to as many businesses as would want to participate.

Council Member Tierney remarked that, while she is not profiting from this, she would receive a tax credit for donating it back. He suggested that staff keep that in mind for the future.

Council Member Sample inquired about the menu.

Recreation Manager Mullen listed the various vendors who will provide beer and wine.

Council Member Sample asked what Ms. Platt would serve.

Recreation Manager Mullen replied that she would be serving espresso, selling things outside the beer garden for breakfast, and possibly selling brats outside as well.

Council Member Sample wondered if she would be selling products from her store in the beer garden.

Recreation Manager Mullen responded in the affirmative, adding that one need not purchase food to get a beer.

Council Member Ritchie felt that it sounds as if Ms. Platt has already fulfilled her dues regarding this.

Council Member Tierney moved, and Council Member Overby seconded, to approve the Resolution authorizing the Mayor to sign agreement between Nana Kate’s and the City of Selah in order for Nana Kate’s to provide services in the beer garden during the Selah Autumn Festival and Selah Base Race. 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; Council Member Carlson – yes. By voice vote, approval was unanimous.

Council Member Underwood did not think that Ms. Platt should bring in sweets to Council Meetings, as she does not feel it is right to receive goods as a Council Member.

Council Member Tierney noted that she brought them in while being on the agenda under Getting to Know Your Businesses, and that he does not have an objection to someone bringing in what they sell while on the agenda under that heading.

Council Member Overby agreed with Council Member Underwood’s remark, but added that Ms. Platt also brought in enough for the audience and staff as well, which would be giving away free samples.

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes said that they installed the new scanner for electronic fingerprinting earlier that day, and that there will also be Selah Police Officers inside the park at all times while the beer garden is open, not just the security firm.

Recreation Manager Mullen gave a brief update on the Selah Base Race and the number of runners signed up, noting that half of them are from outside Selah and Yakima. He thanked Ms. Dornay for her help with the design of the shirts, and noted that soccer starts the weekend after the race

City Administrator Wayman asked those in attendance to come to the event and represent the city, adding there will be plenty of entertainment.

Recreation Manager Mullen gave a brief rundown of the schedule for the weekend, including a silent auction and a local fourteen-year-old girl to play Saturday afternoon.

Council Member Tierney wondered about stragglers to the awards ceremony at eleven-thirty.

Recreation Manager Mullen responded that they would have a trail person for motivation. He noted that there would also be children's activities at the event.

Fire Chief Hanna said that they are in the middle of recruitment for volunteers, with training slated to start January first, crediting Deputy Chief Lange for doing a great job of getting people in the door. He spoke briefly about the fire in Chinook pass, which was fifty percent contained as of that morning, and thanked the Selah Downtown Association for the department's beautification award.

Public Works Director Henne had no report.

City Planner Bedi stated that there would be no Planning Commission meeting next week.

Civic Center Manager Tait thanked the Selah Downtown Association for their efforts in cleaning up the Civic Center last week for their event.

Human Resources Manager Potter had no report.

Clerk/Treasurer Novobielski said that he is working diligently on the preliminary 2017 budget, and that he, the Mayor, and the City Administrator would be meeting with department heads the third week of the month to discuss their budgets, with a presentation to Council the third week of October.

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 spoke briefly about the most recent Selah School District meeting and the Parks Board meeting held the night before.

Council Member Carlson congratulated the Selah Downtown Association for cleaning the Civic Center prior to and after using it, along with their phenomenal event. He felt it appropriate that Police Chief

Hayes receive recognition for the FBI training he has coming up, adding that it says a lot about their Police Department.

3. City Administrator

City Administrator Wayman gave an update on the new City Hall/ Police Station, saying that Traho is planning to present a report to Council at a study session the first meeting in October. He recommended that every Council Member attend if possible, as there will be a lot of information presented in an hour and a half, which will be the basis for whether they go forward with a vote for the proposed facility. He talked briefly about the numbers involved, which come down to either a voter bond or a vote to authorize the City to take out an FDA loan to purchase the facility.

4. Boards

a. Planning Commission Minutes – July 19, 2016

5. Mayor

Mayor Raymond remarked that the festivals bring more people to the City, which does great things for their community. She expressed her thanks to Ms. Paquin for her Sunday morning visits to the drive-in, and to Ms. Smith for all that she does. She noted that there is now a link on the Council page of the website to take people to Council Meeting videos on Y-PAC.

City Administrator Wayman reminded people about the homecoming parade on the twenty-first, suggesting that they plan accordingly.

Mayor Raymond added that people could go onto the school website to see what they are supposed to be dressed like each day of Spirit Week.

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 5:12pm. At 5:34pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

Council Member Overby moved, and Council Member Carlson seconded, that the meeting be adjourned. Motion passed with six yes votes and one no vote.

The meeting adjourned at 5:35 pm.

Sherry Raymond, Mayor

Paul Overby, Council Member

John Tierney, Council Member

Roy Sample, Council Member

Laura Ritchie, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer