

SELAH CITY COUNCIL

4:00pm February 12, 2019



Selah City Council
Regular Meeting
Tuesday, February 12, 2019
4:00pm
City Council Chambers

Mayor:
Mayor Pro Tem:
Council Members:

Sherry Raymond
John Tierney
Roger Bell
Russell Carlson
Diane Underwood
Jacquie Matson
Kevin Wickenhagen

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:
City Attorney:
Clerk/Treasurer:

Donald Wayman
Robert Noe
Dale Novobielski

AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations
 - a. Mary Wurtz, Public Records Officer
- H. Getting To Know Our Businesses **None**
- I. Communications
 - 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. Each person wishing to speak shall have two minutes to address the Mayor and Council.

Persons wishing to speak are required to comply with the City's Rules of Decorum and shall maintain appropriate civility. Comments that are impertinent, degrading, slanderous, or impugn the integrity of any member of the Council, employee of the city, or any member of the public shall not be permitted.

2. Written

- Brandy Atkins b. Monthly Permit Report for January 2019
- Erin Barnett a. Code Enforcement Report for January 2019

- J. Proclamations/Announcements **None**
- K. Consent Agenda

All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

- Monica Lake * 1. Approval of Minutes: January 22, 2019 Study Session & Council Meeting
- Dale N. * 2. Approval of Claims & Payroll

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

- | | | |
|------------|----|---|
| Gary Hanna | 1. | Resolution of the City Council of the City of Selah, Washington, providing for the submission to the qualified electors of the City at the August 6 2019 a Proposition authorizing an increase in the regular property tax levy in excess of the increase otherwise allowed by Chapter 84.55 RCW for Fire Services purposes; setting forth the Ballot Title therefore; requesting that the Yakima County Auditor (Elections) place the Proposition on the August 6, 2019 election |
| Joe Henne | 2. | Resolution Authorizing the Mayor to sign Task Order 2019-03 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Professional Engineering services for the Taylor Ditch Outfall Reduction project |
| Joe Henne | 3. | A Resolution Authorizing the Mayor to sign Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. to Evaluate the Capacity of Well No. 7 |
| Joe Henne | 4. | Resolution Authorizing the Mayor to sign the HLA Engineering and Land Surveying, Inc. Supplemental Agreement Number 4 for the East Goodlander Road Improvements project |
| Joe Henne | 5. | Resolution Declaring Certain Public Works Property as Surplus and Authorizing its Disposal |
| Joe Henne | 6. | Resolution Authorizing the Mayor to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement Number 3 for the East Goodlander Road Improvements Project |
| Joe Henne | 7. | Resolution authorizing the Mayor to sign an Amended Industrial Wastewater User Contract with SunRype Products (USA), Inc. |

O. Ordinances

- | | | |
|------------------|----|---|
| Dale Novobielski | 1. | Ordinance Amending the 2019 Budget for Civic Center Parking Lot Electrical Improvements |
|------------------|----|---|

P. Public Appearances **None**

Q. Reports/Announcements

- | | | |
|----|--------------------|-------------|
| 1. | Departments | |
| 2. | Council Members | |
| 3. | City Administrator | |
| 4. | Boards | None |
| 5. | Mayor | |

R. Executive Session

- a. 30 Minute Session – Potential Litigation RCW 42.30.110 (1) (i) and Real Estate RCW 42.30.110 (1) (b) & RCW 42.30.110 (1) (c)

S. Adjournment

Next Regular Meeting: February 26, 2019

Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)

A yellow AIS indicates an action item.

A blue AIS indicates an information/non-action item.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting

Informational Item

2/12/2019

I – 2a

Title: Monthly Permit Report January 2019

From: Brandy Atkins – Planning & Community Development, Building Specialist

Action Requested: Informational - No action needed

Staff Recommendation:

N/A

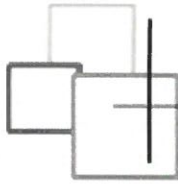
Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: N/A

Recommended Motion: N/A



Permit Type Activity

Permit List: All Permits
Permit Year: 2019
Created Dates: 1/1/2019 thru 1/31/2019
Modified Dates: All Time thru All Time
Permit Type Status: All

Permit Number	Create Date	Applicant	Applicant Type	Property	Status	Parcel ID
<u>100-Building Permit - New</u>						
<u>NBP-2019-001</u>	1/15/2019	Torkelson Construction	Owner	212 Breezy Way	Issued	181425-33453
<u>NBP-2019-002</u>	1/23/2019	Columbia Ridge Homes LLC	Owner	1547 W Goodlander Road	New	181427-41424
<u>NBP-2019-003</u>	1/28/2019	Longmire, Nick & Kayla	Owner	340 Lookout Point Dr	New	18131014404
Count:					3	
<u>102-Remodel/Addition</u>						
<u>R-R/A-2019-001</u>	1/2/2019	Exceptional Quality Roofing & Construction	Contractor	307 Hillcrest Dr	New	181302-12465
Count:					1	
<u>108-New Patio/Deck</u>						
<u>N P/D-2019-001</u>	1/30/2019	Tom S Construction	Contractor	806 Speyers Road	New	181435-24017
Count:					1	
<u>200-Plumbing Permit - New</u>						
<u>PL-RES-2019-002</u>	1/15/2019	Torkelson Construction	Owner	212 Breezy Way	Issued	181425-33453
Count:					2	
<u>208-Plumbing Commercial</u>						
<u>PL-COM-2019-001</u>	1/7/2019	Better Built Industrial Solutions	Contractor	105 W Valleyview Ave	Issued	18130211441
<u>PL-COM-2019-002</u>	1/10/2019	Refrigeration Plus LLC	Contractor	601 S 1st Street	New	
<u>PL-COM-2019-003</u>	1/11/2019	Woodblock Architecture	Contractor	800 N Park Center	Issued	18143521442
Count:					3	
<u>300-Mechanical Permit-New</u>						
<u>M-RES-2019-002</u>	1/15/2019	Torkelson Construction	Owner	212 Breezy Way	Issued	181425-33453
Count:					2	

Permit Number	Create Date	Applicant	Applicant Type	Property	Status	Parcel ID
<u>304-Mech Commercial</u>						
<u>M-COM-2019-001</u>	1/10/2019	Refrigeration Plus LLC	Contractor	601 S 1st Street	New	
<u>M-COM-2019-002</u>	1/11/2019	Woodblock Architecture	Contractor	800 N Park Center	Issued	18143521442
<u>M-COM-2019-003</u>	1/11/2019	Sybouts, Andrew			New	
<u>M-COM-2019-004</u>	1/18/2019	Tree Top Inc.	Owner	111 S. Railroad Ave	Issued	181436-33501
Count:					4	
<u>400-Sign Permit</u>						
<u>SP-2019-001</u>	1/24/2019	Black Rock Properties dba Black Rock Center	Owner	10 N 1st Street	Issued	18143541401
Count:					1	
<u>900-Critical Area</u>						
<u>CAO-19-001</u>	1/7/2019	NAC Architecture	Contractor	316 W Naches Ave	New	18143544434
Count:					1	
<u>919-Revocable Right of Way</u>						
<u>RGHT WAY-19-001</u>	1/3/2019	Skone, Don & Jill	Owner	99 Hillcrest Dr	New	
<u>RGHT WAY-19-002</u>	1/3/2019	Campbell, Terry	Owner	1112 Crestview Dr.	New	181426-43491
<u>RGHT WAY-19-003</u>	1/3/2019	Deccio, Robert	Owner	1001 N Wenas Road	New	
<u>RGHT WAY-19-004</u>	1/3/2019	Graf, Dick	Owner	406 S 1st	New	181302-11507
<u>RGHT WAY-19-005</u>	1/3/2019	Yearout, Mike		901 Goodlander Dr	New	
<u>RGHT WAY-19-006</u>	1/3/2019	Bowman, Robert & Faith		10 S 8th Street	New	
<u>RGHT WAY-19-007</u>	1/8/2019	Eckert, Rod	Owner	104 S 10th St	New	18143534415
<u>RGHT WAY-19-008</u>	1/8/2019	Pendleton, Nick	Owner	1601 W Naches Ave	New	18143444417
<u>RGHT WAY-19-009</u>	1/8/2019	Uhlman, David	Owner	229 East Bartlett	New	18143631042
<u>RGHT WAY-19-010</u>	1/8/2019	Morford, Steve	Owner	902 Riverview Ave	New	18130212458
<u>RGHT WAY-19-011</u>	1/8/2019	Erb, Gary & Diana	Owner	1111 Heritage Hills Dr	New	18143534506
<u>RGHT WAY-19-012</u>	1/8/2019	Lamb, Robert	Owner	102 Palmer Dr	New	
<u>RGHT WAY-19-013</u>	1/10/2019	Graham Packaging Holdings	Owner	510 E. Naches Ave	New	181436-34017

Permit Number	Create Date	Applicant	Applicant Type	Property	Status	Parcel ID
<u>RGHT WAY-19-014</u>	1/10/2019	Zucker Sample Development LLC		901 Crestview Dr	New	
<u>RGHT WAY-19-015</u>	1/10/2019	Tree Top Inc.	Owner	228 E. Naches Ave.	New	181436-34019
<u>RGHT WAY-19-016</u>	1/10/2019	Laughlin, Gary & Shirley	Owner	1507 W Orchard Ave	New	
<u>RGHT WAY-19-017</u>	1/10/2019	Chalupa, Stan & Elizabeth	Owner	307 W Fremont Ave	New	
<u>RGHT WAY-19-018</u>	1/10/2019	Bell, Roger	Owner	8 N 11th Street	New	

Count: 18

924-Class 1 Review

<u>CL1-2019-001</u>	1/2/2019	Alapeteri, Amie	Owner	105 S 1st Street	New	18143633031
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Count: 1

Total Count: 37

Total Inspection: 108



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting

Informational Item

2/12/2019

I – 2b

Title: Code Enforcement Report for January 2019

From: Erin Barnett, Code Enforcement Officer

Action Requested: Informational - No action needed

Staff Recommendation:

N/A

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: See attached report

Code Enforcement Report January 2019

Subject Property	Date	Expiration	Communcation	Code Violation	Result	Notes
700 Block W. Fremont Ave	1/15/2019	1/29/2019	Letter-Standard	Dumping Area		
900 Block W. Fremont Ave	1/16/2019	2/15/2019	Letter-Standard	General Nuisance		
10 Block N. 8th St	1/17/2019	1/30/2019	Letter-Standard	Dumping Area, Attractive Nuisance		
500 Block W. Fremont Ave	1/17/2019	1/30/2019	Letter-Standard	Dumping Area, Certain Growth	Complied	
200 Block N. 3rd St	1/17/2019	1/30/2019	Letter-Standard	Littered Premise		Ext to 2/11



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	K – 1

Title: Approval of Minutes: January 22, 2019 Study Session & Council Meeting

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation:

Approval of Minutes

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: See Minutes for details

Recommended Motion: Motion to approve the Consent Agenda as read.
(This item is part of the Consent Agenda)

Study Session Minutes
Selah City Council
January 22, 2019
3:03pm

Mayor Raymond opened the Study Session and welcomed Kevin Wickenhagen, Jeremy Burke, Charles Martin, Ellen Overby, and John Gawlik.

City Administrator Wayman explained the procedure, which starts with each candidate given three minutes to introduce him or herself, then the Mayor asking a series of set questions, followed by each Council Member asking one question and one follow-up question if they choose.

Community Development Supervisor Peters stated that he has verified that the addresses given by both applicants are within the City limits, and that both are residential.

Mayor Raymond called each applicant forward according to a random draw done prior to the Study Session, and invited him or her to speak briefly about themselves.

After the introduction was done, Mayor Raymond asked a series of prepared questions relating to the current state of City affairs, the responsibilities of a Council Member and their interaction with City staff, priorities for the City, finance, development, and communication.

Each Council Member was given an opportunity to ask a question, then a follow-up question.

Mayor Raymond thanked all of the applicants. She announced they would be at recess until the Council Meeting at 5:30pm.

The Study Session ended at 4:53 pm.

City of Selah
Council Minutes
January 22, 2019

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: Jacquie Matson; John Tierney; Roger Bell; Russell Carlson; Diane Underwood

Members Absent:

Staff Present: Donald Wayman, City Administrator; Robert Noe, City Attorney; Dale Novobielski, Clerk/Treasurer; Rick Hayes, Police Chief; Gary Hanna, Fire Chief; Joe Henne, Public Works Director; Jeff Peters, Community Development Supervisor; Ty Jones, Public Works Utility Supervisor; Andrew Potter, Human Resources Manager; Treesa Morales, Recreation Manager; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse **None**

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Police Chief Hayes gave the prayer.

R. Executive Session

1. 30 Minute Session to consider the qualifications of a candidate for appointment to elective office - RCW 42.30.110 (1) (h)

Council went into Executive Session at 5:31m. At 6:01pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

****** Vote on New Council Member Selection

Mayor Raymond thanked all the applicants and reminded them that those not chosen could apply for Council Member Glaspie's vacant position. She noted that there would also be six Council seats open in May for the November election.

Council Member Tierney moved, and Council Member Matson seconded, to appoint Charles Wickenhagen to the City Council position in the City of Selah. Roll was called: Council Member Matson – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – recused; Council Member Carlson – yes. Motion passed with four yes votes and one recusal.

**** Swearing in of New Council Member**

Clerk/Treasurer Novobielski swore in Charles Wickenhagen as a Council Member for the City of Selah.

- F. Agenda Changes **None**
- G. Public Appearances/Introductions/ Presentations **None**
- H. Getting To Know Our Businesses **None**
- I. Communications
 - 1. Oral

Mayor Raymond opened the meeting.

Barb Petrea, Community Days Association, approached the podium and addressed the Council. She gave an update on Selah Community Days, saying that they have chosen to have Community Days at Carlon Park on May 17 through 19, with a change in direction of the parade to stage at Tree Top's empty lot, come down Wenas towards Carlon Park and de-stage at Save-On Foods. She noted that they are doing a lot more things that they have to pay for because the logistics are a little different.

Council Member Matson requested that she clarify that there would still be the hobo feed event.

Ms. Petrea responded that the normal activities still happening at the Civic Center, with the hobo feed on Thursday and the pancake feed on Saturday.

Council Member Carlson expressed his gratefulness for all the work crew puts together for Community Days.

Ms. Petrea said that she was excited for the logistical fun that would happen.

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

- 2. Written **None**
- J. Proclamations/Announcements **None**
- K. Consent Agenda

Council Member Bell moved to add N – 1, N – 4, and N – 5 to the Consent Agenda.

Council Member Carlson requested that N – 4 not be added.

Council Member Tierney seconded to add N – 1 and N – 5 to the consent agenda. By voice vote, approval 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: January 8, 2019 Council Meeting
- * 2. Approval of Claims and Payroll:
 - Payroll Checks Nos. 82398 – 82475 for a total of \$244,981.74
 - Claim Checks Nos. 72374 – 72441 for a total of \$179,528.53
 - Claim Checks Nos. 72442 – 72500 for a total of \$165,893.27
- * 3. Resolution N – 1: Resolution Declaring Parks & Recreation Property (Expired Youth Sports Jerseys) as Surplus and Authorizing Disposition of the Same
- * 4. Resolution N – 5: Resolution Authorizing the Mayor to sign an Intergovernmental Local Agreement for Stormwater Permit Compliance Activities between Yakima County and the City of Selah

Council Member Carlson moved, and Council Member Matson seconded, approval of the Consent Agenda as read. By voice vote, approval was unanimous.

L. Public Hearings **None**

M. General Business

- 1. New Business
 - a. Board and Committee Assignments for calendar year 2019

Mayor Raymond read through the list of board and committee assignments. Council Members were assigned as follows: Finance Committee – Council Members Carlson, Matson, and Wickenhagen; Parks & Recreation Board – Council Member Underwood; Lodging Tax Advisory Committee and Selah Tourism Promotion Board – Council Member Tierney; Yakima Valley Conference of Governments – Council Members Carlson and Matson; Yakima Valley Visitors & Convention Bureau – Council Member Tierney; Selah Parks & Recreation Service Area Board – Council Members Bell and Underwood; Fire Commissioners Board and Volunteers Firefighters Board – Mayor Raymond and Council Member Bell; Selah Chamber of Commerce – Council Member Bell; Selah School District – Council Members Underwood and Matson; Gang Commission – Council Member Tierney; Naches-

Selah Irrigation District Voting Member – Mayor Raymond; Selah Downtown Association – Council Member Carlson.

Council Member Tierney moved, and Council Member Bell seconded, to approve the Board and Committee Assignments for calendar year 2019. By voice vote, approval was unanimous.

b. Fire Levy discussion

City Administrator Wayman addressed M – 1b. He said that this is an emerging issue that the Fire Chief and Fire Commission brought to the staff and Mayor's attention, as when they started estimating where they would be over the next ten years, there were concerns with the maintenance and operations funding for the Fire Department. He explained that the District handles sixty percent of the costs, the City forty percent, and that Fire Chief Hanna would explain the three segments of the issue, which include why there's a need for more funding, what is going to need to happen or what staff recommends, and lastly what they need to do and how they get there. He turned the meeting over to Fire Chief Hanna regarding issues that would necessitate a thirty-five cent lid lift on property taxes.

Fire Chief Hanna reminded Council that he explained what was going on with funding at the previous meeting, and that with the increase for 2019 they went from a favorable position with no changes to added increased costs projecting an unfavorable balance in five years. He went on to say that to continue providing the same level of service they would need some funding to support it, and that the proposed levy isn't intended to do anything other than maintain the current level of service to a growing population and call volume, which has been growing an average of four percent annually but saw a nine percent call volume increase in 2018, which means additional pay for the volunteers and dispatching fees. He mentioned that volunteerism is down nationwide, as availability is going away due to people not able to leave their jobs to answer a call. He noted that the seven career firefighters run ninety percent of the calls during the days and he estimates that they would need to increase that by one to three more full-time firefighters within three to five years. He stated that thirty-five cents more per thousand wouldn't be a department staffed at all times but simply help them to maintain minimum staffing levels, continue the fire life safety inspection program, maintain public education, keep members trained, and maintain the facilities and apparatus they have.

City Administrator Wayman asked what period of time he was looking at.

Fire Chief Hanna replied that they are looking ten years out, and that it looks pretty solid taking into account historical trends they see regarding fuel costs, electricity, and other expenses.

Council Member Tierney inquired if the thirty-five cents per thousand was district wide or just Selah.

Fire Chief Hanna responded that those in the Fire District would go from eighty-two cents to a dollar and seventeen cents per thousand.

City Administrator Wayman spoke briefly about the meeting he and the Mayor had with the Fire Commissioners, where they concurred regarding the levy, saying that the issue for him is struggling to maintain fire service, as the Fire Department must show up whenever there's an incident.

Fire Chief Hanna observed that they are averaging about a twenty percent overlap in calls.

City Administrator Wayman reiterated that they are talking about maintaining not increasing service, and if they stumble to keep up that level of service it does have a macro effect on what they all pay for homeowners and business insurance.

Council Member Tierney wondered if there was a breakdown of calls for fire versus aid.

Fire Chief Hanna answered that they are running about seventy-two percent medical aid calls.

Council Member Tierney asked if there was a need for trained police officers to assist in calls.

Police Chief Hayes responded that officers aren't at the same level, but just basic first aid.

Fire Chief Hanna remarked that legally they must have at least one EMT on board.

Deputy Fire Chief Lange said that Selah is classified as protection class five, and that not being able to do more funding might slide them back to a six rating, which would mean roughly an eleven percent increase in homeowners insurance.

Council Member Carlson inquired what other fire districts were doing.

Fire Chief Hanna stated that the Selah Fire Department is the second busiest in the Upper Valley behind Yakima, and that he believes the two closest to them are about four hundred calls per year behind and don't provide code enforcement of any kind, with twelve full-time and hiring three more.

Council Member Carlson suggested that code enforcement passed along to Public Works.

Fire Chief Hanna responded that there would still be a cost involved.

Deputy Fire Chief Lange added that he has checked the numbers on farming it out, and they aren't good.

Council Member Carlson suggested that paying for an EMT to go to code enforcement versus the code enforcement officer at Public Works might be doable.

Fire Chief Hanna replied that the person would still need training, as the Deputy Fire Chief is also the Fire Marshal.

City Administrator Wayman clarified that the code enforcement Deputy Fire Chief Lange does is as the Fire Marshal, a skill that Code Enforcement Officer Barnes may not possess.

Council Member Carlson inquired as to Selah's current rate.

Fire Chief Hanna responded that there is no dedicated rate at present.

Deputy Fire Chief Lange said that other districts ran a levy, and that forty percent of that number comes from Fire Department classification and membership or personnel.

Fire Chief Hanna commented that he believes they dropped from a five to a six and ran a levy to get more people to remain at a five.

Council Member Carlson wondered about the difference in costs between four and five coverage.

Fire Chief Hanna answered that it wasn't as large from five to four as it was from five to six.

Council Member Carlson asked if they go with the effort to get to a four.

Fire Chief Hanna responded that they've talked to the survey and rating folks, and they think there's the potential to get to a four. He added that they offered to meet to discuss the elements to get to a four, as there are so many things they rate them on, they would help them focus on what gains the most ground.

Council Member Bell wondered about the rating for the Fire District.

Fire Chief Hanna responded that it's the same number for both, with the hydrant system within the City helping along with it being where the manpower crew lives. He added that the City actually has a five rating, while just outside the City is an eight.

Council Member Carlson asked for confirmation on the possibility that they could get to a four.

Deputy Fire Chief Lange answered that he would have to do more research.

Council Member Carlson commented that he was approaching it from a point of will save them money on insurance and possibly get them to a four to run the levy.

Fire Chief Hanna replied that it was certainly their goal.

Council Member Bell thought it fair to let Council know that the community is faced with three levies this year, one for the Selah School district, a pool M&O levy by the SPRSA, and the fire levy.

Fire Chief Hanna recommended that they run it in August, as the end of the fire season is the best time to run this type of levy with the best chance to succeed.

City Administrator Wayman invited Clerk/Treasurer Novobielski up to talk about the financial aspect.

Clerk/Treasurer Novobielski started by answering Council Member Carlson's question regarding how much of the property taxes are allocated for fire operations, saying that for the 2019 tax year the total levy imposed by Selah is two dollars and twenty-seven cents allocated to the General fund, the Fire Fund, and the Street Fund, of which forty-three cents of every dollar that they levy of taxes is currently going for fire.

Council Member Tierney inquired if he meant to say forty-three cents per thousand.

Clerk/Treasurer Novobielski responded in the affirmative. He explained that State RCW only allows them to increase property taxes by one percent each year, and that the process they are speaking of is called a levy lid lift, which requires that they go to the voters to exceed a one percent increase, which can pass by simple majority. He explained that, due to new construction and reassessments, it would actually result in an eleven cent increase per thousand over what property owners paid last year.

Council Member Carlson asked what plan B was if the levy doesn't pass.

City Administrator Wayman responded that his question should also be what they are going to do if, between the City and the Fire District, one levy passes while the other does not. He said that they have the option to not go forward with that tax, and then they would have to review year by year where they are going with Fire in the budget and see some deterioration, rearrange the General Fund budget as necessary. He noted that the relationship with the Fire District could change in the future due to growth within the City.

Council Member Wickenhagen wondered if they had a history for fire levies in the past.

City Administrator Wayman responded that they don't have that data.

Fire Chief Hanna added that the only thing he could compare it to is the EMS levy, which passed at seventy-eight percent last time.

Council Member Carlson felt that the City Administrator brought up a really good point regarding the relationship, and that he has concerns regarding managing the City's portion.

Fire Chief Hanna explained that the auditors were the ones to figure out a way that's fair and equitable, with a formula based on call volume and population, saying that they use a three year average to come up with that ratio, which is currently forty-one point eight percent in the City. He added that they need to stay there to stay compliant with State auditors need to stay there if we can, giving the example of how they adjusted the 2019 budget request from the City due to the District side being tapped out.

Council Member Carlson pointed out that the City was prepared to pay that, and he's trying to figure out the limits if the balance changes due to growth management and annexation.

City Administrator Wayman replied that it's a zero sum game, as the District is a finite border and so is the City. If they expand into the District they pick up more of a tax base, which has the potential to increase the City's share.

Council Member Carlson commented that annexing a house would change their amount from eighty-two cents per thousand to forty-three cents per thousand.

Fire Chief Hanna agreed that they would lose money initially, but they make that up with the public safety utility tax.

City Administrator Wayman noted that eventually that money comes back in with development.

Council Member Tierney asked if it could be tacked onto the public safety levy out now.

Clerk/Treasurer Novobielski responded that currently they have a twenty-nine point five percent utility tax, of which eight point five is a public utility tax, and that his understanding is that there is no limit on what they can impose on utility tax for utilities.

City Administrator Wayman state that they weren't going there.

Council Member Tierney asked how they would move forward with it.

City Administrator Wayman answered that they would need to file by May 10 for the August ballot, which would cost the City anywhere from twenty to twenty-eight thousand to run, with flyers, sign, and advertisement done jointly with the Fire District. He went on to say that City Attorney Noe has already drafted a Resolution for Council to review, which he could email to them before close of business the next day, and if they could get a sense of the Council on this they could vote on it at the next meeting. He noted that the Fire Commissioners would also be voting on it at their next meeting.

Council Member Tierney felt that the way to sell it to the public would be the explanation from the Fire Chief and Deputy Fire Chief that if it doesn't pass and the rating decreases insurance will go up more than the amount in the levy.

Council Member Carlson reiterated his concern about what they would do if it doesn't pass. He suggested taking the excess sales tax and paying more towards the Fire Department so that the District and the City are paying fifty percent each.

Fire Chief Hanna responded that he didn't think the auditors would allow it, as it would get into the gifting of public funds by paying for folks in the District. He added that it's a good relationship between the City and the Fire District, but when comes to these matters it gets a little complicated.

Council Member Carlson commented that he was just trying to decide what would be the plan if it didn't pass and why that isn't a plan currently.

City Administrator Wayman though that the answer is look at running it again in a year or two, especially if they move from level five to level six, as people would feel that in the pocketbook and want to know why. He commented that they would be tightening the belt, re-evaluating the Fire Department, and running at the polls again in a year or two.

Fire Chief Hanna added that it's the only place they can make up that much money, saying that he ran the numbers of fixed costs regarding wages and benefits, utilities, fuels, intergovernmental agreements, insurance costs, costs they have to run the department, supplies, and repair and maintenance of vehicles, and there aren't a lot of places to trim other than man hours.

Council Member Carlson said that he was okay with that and simply wanted to know what Plan B was if they had one.

Council Member Tierney responded that they want a real success with Plan A.

Council Member Bell expressed his desire to see the Resolution so they have some hard facts to move forward and discuss at a future meeting.

City Administrator Wayman noted that Council wished to see the Resolution and would send it out to them the next day.

- c. Approval to Install Power and Pedestals in the grass strip of the west parking lot of Civic Center

Public Works Director Henne addressed M – 1c. He requested approval to move forward with the installation of electrical wiring and pedestals for power at the Civic Center and the grass strip west of the Civic Center.

Council Member Tierney inquired as to the additional expense to make those recharging ports for electric vehicles.

Public Works Director Henne replied that he understands those to be quite expensive.

Council Member Tierney wondered if there would be grant dollars available to do that.

Public Works Director Henne answered that he didn't know but could look into it.

Council Member Tierney thought it would be nice to do that simultaneously.

City Administrator Wayman requested that Council look at this as a separate issue from that, a time sensitive one with March installation.

Public Works Director Henne stated that they want to install the sprinkler system and get grass in, adding that there was nothing preventing them from running wire to put chargers in.

Council Member Carlson thought they could do that as part of any remodel on the Civic Center.

Council Member Tierney commented that he was thinking in terms of the park and ride issue.

Public Works Director Henne repeated that he didn't know if any grants for that were out there.

Council Member Wickenhagen asked what the outlets would be used for in the strip.

Public Works Director Henne replied that they have a farmer's market and a car show, and have talked about having other functions like that, and it would provide power for vendors.

City Administrator Wayman added that it makes the parking area a lot more versatile by creating another venue for events.

Council Member Tierney moved, and Council Member Carlson seconded, to Approve the installation of Power and Pedestals in the grass strip of the west parking lot of Civic Center. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote approval was unanimous.

Council Member Tierney requested that he do some research on charging stations.

Public Works Director Henne replied that he would do so.

2. Old Business **None**

N. Resolutions

- * 1. Resolution Declaring Parks & Recreation Property (Expired Youth Sports Jerseys) as Surplus and Authorizing Disposition of the Same
- 2. Resolution authorizing the Mayor to sign Task Order 2019-02 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design services for the North First Street Sidewalk Improvements Project

Public Works Director Henne addressed N – 2. He said that they are moving forward with the grind and overlay on North First Street, outlining the scope of the project for replacement of curb, gutter and sidewalk, which he noted was not covered by the TIB grant. He requested approval for the contract with HLA to put the project together, which had already been budgeted for 2019.

Council Member Carlson asked how much it would cost to hire an in-house consultant on a permanent basis versus the additional expenses with HLA.

Public Works Director Henne responded that they would have to hire an engineer and have the ability to produce plans.

Council Member Carlson observed that it's only January and they are already looking at two sets of additional work from HLA, opining that it seems like a lot of money for someone to advise or consult.

Public Works Director Henne listed what HLA does for the City as part of their contract.

Council Member Carlson commented that the consultant fee is how one makes money, and wondered at what point they would hire their own consultant.

City Administrator Wayman answered that, if they had a city engineer, that would be a high cost employee who would need an assistant, and would be probably talking at least two salaries.

Public Works Director Henne added that they would still hire out for a survey.

Council Member Bell remarked that it's not hiring one employee its hiring multiple, and with HLA they get a firm rather than an employee they would have to augment all the time.

Council Member Matson asked if they were doing the engineering design also.

Public Works Director Henne answered in the affirmative.

Council Member Tierney moved, and Council Member Bell seconded, to approve the Resolution authorizing the Mayor to sign Task Order 2019-02 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design services for the North First Street Sidewalk Improvements Project. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Tierney – 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 a Washington State Transportation Improvement Board Consulting Agreement between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide consultant services for the North First Street Resurfacing (FY 2020 Overlay Project)

Public Works Director Henne addressed N – 3. He read aloud from the contract the scope of work to be done by HLA as listed on page seven, saying that this contract would also go through the Transportation Improvement Board to accept.

Council Member Tierney asked if the value of the contract is such that should have been put out for bid.

Public Works Director Henne replied in the negative, saying that it's part of the standard consultant services for a three year contract. He noted that if one was going for a Federal contract then it would have gone out for bid.

Council Member Tierney moved, and Council Member Bell seconded, to approve the Resolution authorizing the Public Works Director to sign a Water Quality Combined Financial Assistance Agreement WQC-2017-SelahPW-00101 with the Washington State Department of Ecology to assist in funding the City's Taylor Ditch Outfall Pollution Reduction project. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote approval was unanimous.

4. Resolution authorizing the Mayor to sign an amended Water Facility Development Contract (Latecomer Reimbursement) Agreement between NCW, LLC (formerly Goodlander Holdings, LLC) and the City of Selah

Community Development Supervisor Peters addressed N – 4. He spoke briefly as to the history of the Latecomers agreement between the City and NCW Development LLC entered into in December 2009 to cover infrastructure for Valhalla all the way up to zone 6, saying that the original agreement provided that developer may come back to the City to amend the agreement to include additional facilities and a

pump station. He went on to say that they've done that and are now asking the City to amend the agreement to allow them to recoup their costs for the improvement to the water system, which would be fifteen thousand thirty-seven dollars and fifty-four cents per unit. He added that the City sent out the required notice to property owners and received no contact in return, which allows them to consider the matter in a resolution form and have the Mayor sign an amended contract.

Council Member Tierney questioned whether the dollar amount included a connection fee on those lots affected by an amendment to the latecomer's agreement.

Community Development Supervisor Peters responded that the fee would be in addition to that amount.

Council Member Tierney inquired as to the additional cost.

Public Works Director Henne answered that sewer is twelve hundred dollars and water is eight hundred.

Community Development Supervisor Peters added that they pay the entire amount directly to the City, then they hold the money and the developer gets a percentage back.

Council Member Carlson expressed his dislike of latecomer agreements in general, with the City in essence acting as a bank, and the ability to recoup costs being very long term.

Community Development Supervisor Peters commented that this was a 20 year contract with the developer, with the original done in 2009. He mentioned that the applicant was in the audience.

Council Member Carlson wondered about water pressure issues mentioned to him by someone who already resides in the area.

City Administrator Wayman responded that he lives up there as well, and runs at seventy-five psi with the pump station, where prior to its installation he was around forty to forty-five psi.

Community Development Supervisor Peters noted that thirty is the minimum water pressure in the City.

Council Member Carlson stated that he didn't want to charge those folks and then still have water pressure issues.

City Administrator Wayman remarked that these are only the lots that haven't been sold.

Council Member Matson asked if it would show up on a title report.

Community Development Supervisor Peters answered that it would be a line item on a title report once the agreement has been recorded.

Council Member Bell moved, and Council Member Matson seconded, to approve the Resolution authorizing the Mayor to sign an amended Water Facility Development Contract (Latecomer Reimbursement) Agreement between NCW, LLC (formerly Goodlander Holdings, LLC) and the City of Selah. Roll was called: Council Member Wickenhagen – yes; Council Member Matson –

yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote approval was unanimous.

- *5. Resolution Authorizing the Mayor to sign an Intergovernmental Local Agreement for Stormwater Permit Compliance Activities between Yakima County and the City of Selah

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes reminded everyone about the upcoming Citizens Academy starting February 4 and running through April 22, at 6pm each Monday night, saying that they have twelve signed up but would like to have twenty to twenty-five. He invited Council to attend, adding that it may be something that should be mandatory for new Council Members.

Mayor Raymond presented Police Chief Hayes with the trophy for best Christmas decorations.

Fire Chief Hanna had no report, but thanked Council for their consideration on the levy.

Community Development Supervisor Peters spoke briefly about his department, saying that they have a lot going on including meeting with developers and new businesses looking at Selah, working with the Selah School District on their project and the upcoming Planning Commission hearing prior to it coming before Council, and sending out notice for a critical area review for the School District project due to its proximity to one of the wells.

Council Member Tierney wondered if any of the additional businesses looking at Selah were in addition to those taking place at Save-On Foods.

Community Development Supervisor Peters replied in the affirmative.

Public Works Director Henne handed out copies of a letter from SunRype to Council, saying that they had agreed in writing to put in a monitoring station on or before June 1, and were asking whether Council would authorize him to bring back the agreement for additional discharge.

Council Member Carlson observed that, in other words, it worked.

Public Works Director Henne agreed that they gave the City a written commitment.

City Administrator Wayman requested a sense of the Council will on the matter.

Council Member Tierney inquired if item two applies only during the interim, or whether they could go in at any time.

Public Works Director Henne responded that they could go in at any time.

Council Member Tierney asked that he confirm that they could still go in to take samples once the station is installed.

Public Works Director Henne answered in the affirmative.

Council Member Carlson commented that it would still be part of the process.

Council Member Underwood wondered how often they would go in to do the sampling.

Public Works Director Henne replied that they would probably keep to the same schedule as now, monitoring continuously based on how it's set up, and sample at least three times a week.

Council Member Wickenhagen inquired if there was a way to do so remotely.

Public Works Director Henne responded in the negative.

Council Member Matson asked about a clause saying that if it isn't done by that date the City would be charging them for going out to do the testing.

Public Works Director Henne answered that they have to put it in as it's required by Ordinance.

Council Member Carlson pointed out that they hadn't up to that point.

Public Works Director Henne replied that they were given a pass not to put it in by previous administration, and installing it would benefit them as well by providing more accurate data and flow for them at their facility.

Council Member Carlson remarked that additional charges should be billed after June 1 for the City going to do sampling, given that their letter of intent gave that as the date for them to be compliant.

Council Member Matson felt that was fair.

Public Works Director Henne responded that was built into their rates.

Council Member Tierney asked that he bring the matter back to Council.

Council Member Tierney moved, and Council Member Carlson seconded, to excuse Mayor Raymond from the remainder of the meeting due to another commitment. By voice vote, approval was unanimous.

Clerk/Treasurer Novobielski said that he hadn't yet received a report on the January sales tax, but he was optimistic that with construction in the area it would be a good report for the next meeting.

Recreation Manager Morales welcomed the newest Council Member then spoke briefly about her trip to Olympia that morning to attend a recreation and conservation office funding meeting. She said that they were surprised they came over, and that she hopes when they go back and ask for more money they will say yes as they were happy with how the Volunteer Park project turned out. She thanked the Council for allowing her to go and supporting her in that.

City Attorney Noe had no report.

2. Council Members

Council Member Wickenhagen thanked his fellow Council Member for the opportunity, saying that he could already tell there was going to be a lot to learn, and that he was looking forward to that.

Council Member Matson welcomed Council Member Wickenhagen. She said that they had a Volunteer Park meeting last week, and are moving forward with Frisbee golf, looking for nine businesses to support for five hundred dollars apiece. She added that they may have some groups that need to do some stuff for their badges to provide benches and tables, and that they are looking at different gazebo sizes.

City Administrator Wayman asked if they had discussed species of trees yet.

Council Member Matson replied in the affirmative, saying that her fellow board member should present that to him.

City Administrator Wayman inquired about signage for the trail and the playground.

Council Member Matson responded that they have one of the signs.

Recreation Manager Morales stated that they have the sign from RCO, which is currently up, and that the other signs are on an aluminum board with a two week turnaround from when they order them.

City Administrator Wayman commented that tree planting needs to happen as soon as they can start in the spring, and they need some action on that to reserve that special tree.

Council Member Matson replied that she would bring it up at next week's meeting for a final decision, suggesting that the City Administrator confer with her fellow board member on the topic. She spoke briefly about the Selah Community Days meeting she attended the previous Tuesday, saying that everything was moving forward really quickly.

Council Member Tierney inquired if there would be plaques on the disc hole apparatus people would be donating to purchase.

Council Member Matson answered in the affirmative, saying that it would all be standardized.

Council Member Bell reminded everyone about the SPRSA fundraiser Feb 2nd at the Civic Center, noting that multiple council people can attend the social event as long as they don't sit together and talk

about City business, and encouraged as many as can to attend and show support from the City for the spaghetti dinner fundraiser, which includes both a silent auction and a live auction.

Council Member Underwood commented that she had an idea for a moneymaker for the SPRSA but talked to Barb Petrea, adding that she had no further report.

Council Member Carlson said that the SDA grant application program was opening back up, and that if anyone knew any businesses interested in applying they have ten thousand to award this year.

Clerk/Treasurer Novobielski commented that he went online Monday and attempted to make a sixty thousand dollar contribution, but was cut off at fifty-eight thousand eight hundred due to other local contributions. He noted that after the initial period limiting each association, there would be another opportunity to contribute the remainder of the City's allocated amount.

Council Member Carlson remarked that it shows how much the businesses in town have supported this program.

Mayor Pro Tempore Tierney commented that he had talked to R&Q recently, and they would be painting the metal roof when it warms up.

Council Member Carlson expressed his love for the SDA program, aying that he enjoys it.

3. City Administrator

City Administrator Wayman welcomed the new Council Member, saying that his door is always open and that he would call to set up a meeting to get him up to speed. He noted that there would be an exit conference with the State Auditors on the 31st.

Clerk/Treasurer Novobielski commented that they were doing some checking and would get back to him regarding the meeting.

City Administrator Wayman remarked that the Civic Center is in the middle of crab feed season, with an additional dumpster to contain the refuse, and that any messes would be cleaned up. He spoke about the loss of a School District building that the food bank uses for storage, saying that he's been in discussions with Bill Harris and others regarding a new facility for the clothing and food banks, to be discussed during executive session along with a litigation matter. He remarked that the strip on front of the dance studio, along First Street, will have the grass replaced with pavers and eventually a rest bench, and talked briefly about a few other things happening around the City.

4. Boards **None**

5. Mayor Pro Tempore

Mayor Pro Tempore Tierney had no report, but mentioned that there would be an LTAC meeting in the near future he would report on at a future Council Meeting.

P. Executive Session

1. 15 Minute Session – Potential Litigation RCW 42.30.110 (1) (i) and Real Estate RCW 42.30.110 (1) (b) & RCW 42.30.110 (1) (c)

Council went into Executive Session at 7:50m. At 8:06pm, Council went back on the record. Mayor Pro Tempore Tierney stated that no action was taken during the Executive Session.

Q. Adjournment

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

The meeting adjourned at 8:06pm.

Sherry Raymond, Mayor

John Tierney, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

Jacquie Matson, Council Member

Kevin Wickenhagen, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	K – 2

Title: Claims & Payroll

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: See Check Registers

Funding Source: See Check Registers

Background / Findings & Facts: See Check Registers

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



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 1

Title: Resolution of the City Council of the City of Selah, Washington, providing for the submission to the qualified electors of the City at the August 6 2019 a Proposition authorizing an increase in the regular property tax levy in excess of the increase otherwise allowed by Chapter 84.55 RCW for Fire Services purposes; setting forth the Ballot Title therefore; requesting that the Yakima County Auditor (Elections) place the Proposition on the August 6, 2019 election

From: Gary Hanna, Fire Chief

Action Requested: Approval

Staff Recommendation:

That the Selah City Council authorize the Mayor to sign a resolution for the submission to the qualified electors of the City at the August 6 2019 a Proposition authorizing an increase in the regular property tax levy in excess of the increase otherwise allowed by Chapter 84.55 RCW for Fire Services purposes; setting forth the Ballot Title therefore; requesting that the Yakima County Auditor (Elections) place the Proposition on the August 6, 2019 election.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: Election Cost to be determined.

Funding Source: Future property tax levy

Background / Findings & Facts: This proposition will provide funds for the continued operation and maintenance of fire services at its current levels to the City of Selah. It authorizes an increase in the regular property tax rate for collection in 2020 of \$0.35 per \$1,000.00 of assessed valuation, for a total rate of \$2.62 per \$1,000.00 of assessed valuation. The 2020 levy amount would then become the base upon which levy increases would be computed for succeeding years.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Recommended Motion: Move to approve Resolution of the City Council of the City of Selah, Washington, providing for the submission to the qualified electors of the City at the August 6 2019 a Proposition authorizing an increase in the regular property tax levy in excess of the increase otherwise allowed by Chapter 84.55 RCW for Fire Services purposes; setting forth the Ballot Title therefore; requesting that the Yakima County Auditor (Elections) place the Proposition on the August 6, 2019 election.

CITY OF SELAH, WASHINGTON

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of Selah, Washington, providing for the submission to the qualified electors of the City at the August 6 2019 a Proposition authorizing an increase in the regular property tax levy in excess of the increase otherwise allowed by Chapter 84.55 RCW for Fire Services purposes; setting forth the Ballot Title therefore; requesting that the Yakima County Auditor (Elections) place the Proposition on the August 6, 2019 election.

WHEREAS, the City of Selah is part of an interlocal agreement with Yakima County Fire Protection District No. 2 ("Fire District"), wherein the Fire Department provides fire services to residents and businesses within the City of Selah and wherein the City covers approximately 40% of the Fire Department's operations and management costs;

WHEREAS, the Fire Department has indicated a need for additional funding to maintain its current level of service to the District and to the City;

WHEREAS, in response to its need for additional funding, the Fire District is placing on the August 6, 2019 ballot a proposition to the qualified electors within the District requesting a \$0.35 per \$1000.00 of assessed valuation increase to its existing levy for maintenance and operations; and,

WHEREAS, the City Council has likewise agreed to ask the qualified electors within the City to consider a proposition to raise the City regular property tax levy lid in the same amount that the Fire District is seeking within the boundaries of the District or \$0.35 per \$1000.00 of assessed valuation;

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

Section 1. Levy Lid Lift Election. Pursuant to RCW 84.55.050, the City Council hereby calls for submission of a proposition to the qualified electors of the City asking whether the City shall levy regular property taxes in excess of the limitation established in RCW 84.55.010. The Yakima County Auditor is hereby requested to call the election in the City of Selah on August 6, 2019. The proposition to be submitted to the qualified voters of the City for their approval or rejection is to authorize increasing the City's regular property tax levy by \$0.35 per \$1,000.00 of assessed valuation, to a total levy rate of \$2.62 per \$1000.00 of assessed valuation, for collection beginning in 2020.

Section 2. Purpose of Levy. The purpose of the proposed levy lid lift is to support fire services maintenance and operations and to keep the level of service at current levels.

Section 3. Ballot Proposition. The City Clerk /Treasurer is hereby authorized and directed, not later than May 10, 2019, to certify a proposition to the Yakima County Auditor (Elections) in Yakima County Washington, in substantially the following form:

**CITY OF SELAH
PROPOSITION NO. 1
LEVY LIFT FOR SUPPORT OF FIRE SERVICES**

The Selah City Council has passed Resolution No. _____ placing an increase in fire services funding before the voters.

This proposition will provide funds for the continued operation and maintenance of fire services at its current levels to the City of Selah. It authorizes an increase in the regular property tax rate for collection in 2020 of \$0.35 per \$1,000.00 of assessed valuation, for a total rate of \$2.62 per \$1,000.00 of assessed valuation. The 2020 levy amount would then become the base upon which levy increases would be computed for succeeding years.

Should this proposition be approved?

YES _____
NO _____

Section 4. Changes. The Mayor and City Attorney are authorized to make such minor adjustments to the wording of such proposition as may be recommended by the Yakima County Auditor (Elections) so long as the intent of the proposition remains clear and consistent with the intent of this Resolution as approved by the City Council.

Section 5. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

PASSED this 12th day of February, 2019.

Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

Dale Novobielski, Clerk/Treasurer

Robert F. Noe, City Attorney



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



Council Meeting	Action Item
2/12/2019	N – 2

Title: A Resolution Authorizing the Mayor to sign Task Order 2019-03 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Professional Engineering services for the Taylor Ditch Outfall Reduction project.

From: Joseph K. Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

Staff is requesting the City Council approve the Mayor to sign Task Order 2019-03 between the City of Selah and HLA Engineering and Land Surveying Inc., to provide Professional Engineering Services for the Taylor Ditch Outfall Reduction project.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$60,752.00

Funding Source: 411 000 094 594 35 63 01

Background / Findings & Facts: the City of Selah has received funding from the Washington State Department of Ecology for outfall improvements to Taylor Ditch. The city would like to construct two outfall improvements, one along Wenas Road in Carlon Park just south of the softball fields and one in the High School parking lot near the irrigation pump. Total project cost estimate is \$320,922. DOE is providing \$218,377.00, the Selah School District is providing \$42,000.00 with the City portion being \$60,545.

Recommended Motion: To approve the Mayor to sign the resolution as presented.

RESOLUTION NO. _____

**Resolution Authorizing the Mayor to sign Task Order 2019-03
between the City of Selah and HLA Engineering and Land Surveying,
Inc. to provide Professional Engineering services for the Taylor Ditch
Outfall Reduction project**

WHEREAS, the City of Selah has received funding from the Washington State Department of Ecology for outfall improvements to Taylor Ditch; and

WHEREAS, would like to construct two outfall improvements, one along Wenas Road in Carlon Park just south of the softball fields and one in the High School parking lot near the irrigation pump; and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work; and

WHEREAS, the City of Selah wishes to engage HLA via task order for engineering services for the Taylor Ditch Outfall Reduction project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Task Order No 2019-03 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide professional engineering services for the Taylor Ditch Outfall Reduction project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 12th day of February 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

TASK ORDER NO. 2019-03

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Taylor Ditch Outfall Reduction
HLA Project No. 14020C

The City of Selah (CITY) has received funding from the Washington State Department of Ecology for outfall improvements to Taylor Ditch. The CITY would like to construct two outfall improvements, one along Wenas Road in Carlon Park, and one in the High School parking lot. The project will be bid and constructed in 2019.

SCOPE OF SERVICES:

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering services for the Taylor Ditch Outfall Reduction project (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate), and services during construction. Services will also include advertising and bidding services, recommendation of contract award to the lowest responsible bidder, and project administration/management.

HLA shall provide the following services:

PHASE 1 – PROJECT ADMINISTRATION/MANAGEMENT

1. Maintain documentation that demonstrates the project follows applicable procurement, contracting, and agreement requirements.
2. Prepare progress reports at least quarterly in EAGL.
3. Prepare Closeout Report in EAGL.
4. Prepare Final Outcome Summary Report.
5. Prepare and submit requests for reimbursements.

PHASE 2 – DESIGN ENGINEERING SERVICES

1. Finalize previously approved design plans and specifications.
2. Prepare final construction cost estimate.
3. Transmit plans to dry utility companies, including power, cable, natural gas, and telephone to advise them of pending construction.
4. Incorporate CITY review comments and provide final construction documents for bidding approval.
5. Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
6. Provide contract documents to potential bidders, as requested, and maintain plan holders list.

7. Prepare addenda to contract documents.
8. Answer questions during bidding from prospective bidders.
9. Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

PHASE 3 – ENGINEERING SERVICES DURING CONSTRUCTION

1. Following award of the Contract by the CITY, prepare Notice of Award to the Contractor.
2. Assist in reviewing bond and insurance and prepare contracts.
3. Coordinate and conduct preconstruction conference followed by issuance of Notice to Proceed.
4. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
5. Provide staking for construction, including structures, curb and gutter, sidewalk, and subgrade elevations.
6. Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
7. Attend construction meetings associated with the improvements.
8. Furnish a qualified resident engineer who shall make construction observations and be on the PROJECT site at all times significant work is in progress, whose sole duty shall be to provide surveillance of construction for substantial compliance with plans and specifications.
9. Prepare construction progress reports for the days during which a resident engineer is present.
10. Recommend progress payments for the Contractor to the CITY.
11. Prepare and submit proposed contract change orders when applicable.
12. Conduct final inspection and prepare list of items to be corrected and provide to the CITY.
13. Prepare as-built record drawings.

PHASE 4 – ADDITIONAL SERVICES

1. Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

1. Provide full information as to CITY requirements of the PROJECT.
2. Pay for PROJECT advertising, notices or other publication as may be required by the funding source.
3. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.

TIME OF PERFORMANCE:

Following authorization to proceed, HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

PHASE 1 – PROJECT ADMINISTRATION/MANAGEMENT

Work for this phase will begin upon notice to proceed and extend through project completion.

PHASE 2 – DESIGN ENGINEERING SERVICES

Completion of plans, specifications, opinion of cost, and bidding services within fifteen (15) working days following authorization to proceed.

PHASE 3 – ENGINEERING SERVICES DURING CONSTRUCTION

It is estimated construction of improvements will be completed within twenty (20) working days following award of the contract and notice to proceed.

PHASE 4 – ADDITIONAL SERVICES

Time for completion of work directed by the CITY under Additional Services shall be negotiated and mutually agreed upon at the time of service request by the CITY.

FEE FOR SERVICE:

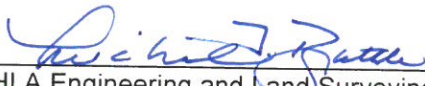
All work for Phase 1 Project Administration/Management shall be performed for the Lump Sum fee of \$5,000.00.

All work for Phase 2 Design Engineering Services shall be performed for the Lump Sum fee of \$5,000.00.

Phase 3 Engineering Services During Construction shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$37,000.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

Phase 4 Additional Services, as directed/authorized by the CITY, shall be completed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, President

2/5/2019

Date

Approved:

City of Selah
Sherry Raymond, Mayor

Date



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 3

Title: A Resolution Authorizing the Mayor to sign Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. to Evaluate the Capacity of Well No. 7.

From: Joseph K. Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

Staff is requesting the City Council approve the Mayor to sign Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying Inc., to evaluate the production capacity of Well No. 7.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$8,500.00

Funding Source: 411

Background / Findings & Facts: the City of Selah has observed a significant decline in the production capacity of Well No. 7 within the last year with lower static water levels (wellhead pressure) and a reduction in pumping performance. The City desires to further evaluate the existing well and aquifer condition to determine the next steps in source well rehabilitation, use and operation.

Recommended Motion: To approve the resolution as presented.

RESOLUTION NO. _____

Resolution authorizing the Mayor to sign Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. to Evaluate the Capacity of Well No. 7.

WHEREAS, the City of Selah has observed a significant decline in the production capacity of Well No. 7 within the last year with lower static water levels (wellhead pressure) and a reduction in pumping performance. The City desires to further evaluate the existing well and aquifer condition to determine the next steps in source well rehabilitation, use and operation; and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work; and

WHEREAS, the City of Selah wishes to engage HLA via task order for the Capacity Evaluation of Well No. 7.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Task Order No 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. to Evaluate the Capacity of Well No. 7.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 12th day of February 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

TASK ORDER NO. 2019-04

REGARDING AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

PROJECT DESCRIPTION:

Well No. 7 Capacity Evaluation

The City of Selah (CITY) has observed a significant decline in the production capacity of Well No. 7 within the last year with lower static water levels (wellhead pressures) and a reduction in pumping performance. The CITY desires to further evaluate the existing well and aquifer condition to determine next steps in source well rehabilitation, use, and operation.

Phase 1 of the Well No. 7 evaluation will include completion of a downhole video inspection of the existing well, followed by review and analysis of existing well pressure data, and regional aquifer conditions. Modifications to the existing well building will need to be completed by the CITY prior to completion of the downhole video inspection. Following completion of Phase 1 work, it is likely that next steps will include completion of a well pumping test to establish additional baseline data and determine requirements for future operation. Additional assistance following the work described for Phase 1 will be completed by addendum to this task order. Technical assistance for completion of hydrogeologic evaluation and assessment of the existing well condition, as described in the scope of services, will be provided by HLA's subconsultant, Aspect Consulting, LLC (Aspect).

SCOPE OF SERVICES:

At the direction of the CITY, HLA and Aspect shall provide professional engineering and hydrogeologic services for the Well NO. 7 Capacity Evaluation project (PROJECT). HLA and Aspect services shall include the following:

PHASE 1 – WELL VIDEO INSPECTION ASSISTANCE AND HYDROGEOLOGIC ASSESSMENT

- A. Assist CITY with scheduling and coordination of existing well building roof modifications and downhole video inspection.
- B. Participate in on-site well video inspection and evaluation of existing well condition.
- C. Evaluate existing wellhead static water level and flow rate data.
- D. Research existing regional groundwater elevation data available in Ecology databases.
- E. Review well as-built geologic log for comparison to video inspection log and evaluate target water bearing zones.
- F. Review nearby well logs completed in the same geologic formation for information on expected yield and water level trends.
- G. Prepare a short technical letter summarizing findings and recommended next steps.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.

- B. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- C. Coordinate final schedule and pay for downhole video inspection of existing well. Assist video inspection contractor with site access and completion of video survey.
- D. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- E. Obtain approval of all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from other individuals or bodies as may be necessary for completion of the PROJECT.

TIME OF PERFORMANCE:

The services called for under the various phases of this Agreement shall be completed as follows:

PHASE 1 – WELL VIDEO INSPECTION ASSISTANCE AND HYDROGEOLOGIC ASSESSMENT

Well video inspection assistance and completion of hydrogeologic assessment, including completion of final technical letter of recommendations is estimated to be completed within 60 calendar days of receipt of authorization to proceed. The final schedule of work will depend on the availability of the CITY's video inspection contractor.

ADDITIONAL SERVICES

Time of completion for work directed by the CITY under this phase shall be negotiated and mutually agreed upon at the time of service requested by the CITY.

FEE FOR SERVICE:

For the services furnished by HLA as described under this Agreement, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.


PHASE 1 – WELL VIDEO INSPECTION ASSISTANCE AND HYDROGEOLOGIC ASSESSMENT

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated amount of \$8,500.00.

ADDITIONAL SERVICES

Any additional work requested by the CITY that is not included in the original scope of work shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, and outside engineers.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

2/5/2019

Date

Approved:

City of Selah
Sherry Raymond, Mayor

Date



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 4

Title: Resolution Authorizing the Mayor to sign the HLA Engineering and Land Surveying, Inc. Supplemental Agreement Number 4 for the East Goodlander Road Improvements project.

From: Joe Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

The Mayor to sign the HLA Engineering and Land Surveying, Inc. Supplemental Agreement Number 4 for the East Goodlander Road Improvements project.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$4,050.00 (13.5% Match)

Funding Source: 111.000.095.595.30.63.24

Background / Findings & Facts: The City was recently awarded an additional \$30,000.00 in design funds. The attached Supplemental Agreement Number 4 reflects the additional funds. This effort is due to the project being delayed.

Recommended Motion: Authorize the Mayor to sign Supplemental Agreement Number 4 for the East Goodlander Road Improvements project

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE HLA ENGINEERING AND LAND SURVEYING, INC. SUPPLEMENTAL AGREEMENT NUMBER 4 FOR THE EAST GOODLANDER ROAD IMPROVEMENTS PROJECT.

WHEREAS, the City of Selah wishes to sign a Supplemental Agreement with the HLA Engineering and Land Surveying, Inc. for East Goodlander Road Improvements, and

WHEREAS, the scope of work is changed to include the incorporation of TIB pavement preservation project as-built information, increased scope of electrical signal design and Selah Naches Irrigation District (SNID) facilities discovered within the project area requiring consideration into the final design and;

WHEREAS, the payable amount is revised to \$178,700.00, an increase of \$30,000.00 from \$148,700.00 for the additional work described in Supplemental Agreement Number 4 and;

WHEREAS, The City has received an additional \$30,000.00 in Federal funding to cover the additional scope of work;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be authorized to sign the Supplemental Agreement Number 4 with HLA Engineering and Land Surveying, Inc. for the East Goodlander Road Improvements Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 12th day of February, 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>4</u>		Organization and Address	
Original Agreement Number <u>12092E</u>		HLA Engineering and Land Surveying, Inc. 2803 River Road Yakima, WA 98902 Phone: 509-966-7000	
Project Number <u>STPUS-4710(001)</u>		Execution Date <u>11/13/2012</u>	Completion Date <u>12/31/2020</u>
Project Title <u>Goodlander Road Improvements</u>		New Maximum Amount Payable <u>\$178,700.00</u>	
Description of Work Professional Engineering for design, plans, and specifications to reconstruct and widen existing two lanes, add a turn lane, and construct sidewalks, curb and gutter, storm drainage, and street lights.			

The Local Agency of City of Selah

desires to supplement the agreement entered in to with HLA Engineering and Land Surveying, Inc.

and executed on 11/13/2012 and identified as Agreement No. 12092E

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

The changes to the agreement are described as follows:

I

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

Design scope changes including, incorporation of TIB pavement preservation project as-built information, increased scope of electrical signal design, and Selah Naches Irrigation District (SNID) facilities discovered within the project area requiring consideration into the final design.

II

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

III

Section V, PAYMENT, shall be amended as follows:

Total payment amount shall be changed to \$178,700.00, increased \$30,000 from \$148,700.00.

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

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

By: HLA Engineering and Land Surveying, Inc.

By: City of Selah


Consultant Signature

Approving Authority Signature

Date



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 5

Title: Resolution Declaring Certain Public Works Property as Surplus and Authorizing its Disposal.

From: Joe Henne Public Works Director

Action Requested: Approval

Staff Recommendation: To surplus a 1993 Ford F-450 Bucket Truck (VIN 2FDLF7G9PCA34085)

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: In the 2019 Budget the Selah Public Works Department has budgeted for a used Bucket Truck. Public Works wants to trade in the existing 1993 Ford F-450 Bucket Truck towards a purchase of a used bucket truck. In order to do so the existing truck needs to be surplusd.

Recommended Motion: Approve the surplus of the 1993 Ford F-450 Bucket Truck.

RESOLUTION NO. _____

RESOLUTION DECLARING PUBLIC WORKS PROPERTY AS
SURPLUS AND AUTHORIZING ITS DISPOSAL

WHEREAS, the City of Selah Public Works Department has re-evaluated uses for equipment owned by the Public Works Department and;

WHEREAS, the equipment identified as follows:

1993 Ford F-450 Bucket Truck VIN 2FDLF7G9PCA34085

Appears to have no further purpose for the Selah Public Works Department, But equipment may have usable years in other public or private sector.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the identified equipment be deemed surplus and its disposal authorized.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 12th day of February, 2019.

Sherry Raymond Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 6

Title: Resolution Authorizing the Mayor to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement Number 3 for the East Goodlander Road Improvements Project.

From: Joe Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

To authorize the Mayor to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement Number 3 for the East Goodlander Road Improvements Project.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$4,050.00

Funding Source: 111 000 095 595 30 63 24

Background / Findings & Facts: Public Works received an additional \$30,000 in Federal funding for preliminary engineering (PE) to update the engineering and right of way documents for the East Goodlander Improvement Project. This will require an additional \$4,050 in match from the City Street Fund.

Recommended Motion: To authorize the Mayor to sign WSDOT Local Agency Supplement Agreement Number 3 for the East Goodlander Road Improvements project.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:

Action Taken:

7/12/2016

Resolution authorizing the Mayor to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement Number 2 for the East Goodlander Road Improvements Project.

6/11/2013

Resolution authorizing the Mayor to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement No. 1 for the East Goodlander Improvements Project

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) LOCAL AGENCY AGREEMENT SUPPLEMENT NUMBER 3 FOR THE EAST GOODLANDER ROAD IMPROVEMENTS PROJECT.

WHEREAS, the City of Selah wishes to sign a Local Agency Agreement Supplement Number 3 with the Washington State Department of Transportation (WSDOT) for the East Goodlander Road Improvements, and

WHEREAS, the Local Agency Agreement sets the Federal funding limits and the scope of work for the project and;

WHEREAS, the supplement adds \$30,000 in Federal funding to Preliminary Engineering for additional services performed and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be authorized to sign the Washington State Department of Transportation (WSDOT) Local Agency Agreement Supplement Agreement Number 3 for the East Goodlander Road Improvements Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 12th day of February, 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney



Agency City of Selah	Supplement Number 3
Federal Aid Project Number STPUS-4710(001)	Agreement Number LA-7746 CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on August 3, 2012

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

The change to the agreement are as follows:

Project Description

Name East Goodlander Road

Length 0.40 miles

Termini N. First Street to N. Wenas Road

Description of Work . / No Change

Reason for Supplement

Add PE funds for additional services performed.

Are you claiming indirect cost rate? **D** Yes . / No

Project Agreement End Date 12/31/2020

Does this change require additional Right of Way or Easements? **D** Yes . / No Advertisement Date:

Type of Work		Estimate of Fundina				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE						
86.5 %	a Agency			0.00		
	b Other Consultant	148,700.00	30,000.00	178,700.00	24,125.00	154,575.00
Federal Aid	c Other	0.00		0.00		
Participation	d State	2,000.00		2,000.00	270.00	1,730.00
Ratio for PE	e Total PE Cost Estimate /a+b+c+d	150,700.00	30,000.00	180,700.00	24,395.00	156,305.00
Right of Way						
86.5 %	f Agency			0.00		
	a Other Compensation (offer)	22,023.00		22,023.00	2,973.00	19,050.00
Federal Aid	h Other Yakima Co. R/W Agent	18,917.00		18,917.00	2,554.00	16,363.00
Participation	i State	4,427.00		4,427.00	598.00	3,829.00
Ratio for RW	j Total RW Cost Estimate /f+g+h+i	45,367.00	0.00	45,367.00	6,125.00	39,242.00
Construction						
%	k. Contract			0.00		
	l Other			0.00		
	m Other			0.00		
Federal Aid	n Other			0.00		
Participation	o Agency			0.00		
Ratio for CN	o State			0.00		
	a Total CN Cost Estimate /k+l+m+n+o+d	0.00	0.00	0.00	0.00	0.00
	r Total Project Cost Estimate /e+h+d	196,067.00	30,000.00	226,067.00	30,520.00	195,547.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By

By

Title Mayor

Director, Local Program

Date Executed

Agency City of Selah	Supplement Number 3
Federal Aid Project Number STPUS-4710(001)	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)
Agreement Number LA-7746	

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 -Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall *effect* reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).



Six Year Transportation Improvement Program From 2019 to 2024

Agency:- Selah

County:- Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Project ID	Project Name	8. STIPID	Structure ID	Start Date	End Date	Length (ft)	Width (ft)	Volume (cu yd)	Cost (\$)	CE	Yes
17	1 / 4710(001) EAST GOODLANDER ROAD East Goodlander Road North First Street to North Wenas Road Reconstruct and widen existing two lanes to add a turn lane. Construct sidewalks, curb and gutter, storm drainage, street lights, and update traffic signals.	WA-00185	05/22/18	05/22/18		2673	03	C G P S T	0,400	CE	Yes

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2019	HIP(US)	25,950		0	4,050	30,000
S	CN	2019	STP(US)	1,146,817		0	178,983	1,325,800
Totals				1,172,767		0	183,033	1,355,800

Phase	1st	2nd	3rd	4th	5th & 6th
PE	30,000	0	0	0	0
CN	1,325,800	0	0	0	0
Totals	1,355,800	0	0	0	0



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/12/2019	N – 7

Title: Resolution authorizing the Mayor to sign an Amended Industrial Wastewater User Contract with SunRype Products (USA), Inc.

From: Joe Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

To approve the attached wastewater contract between SunRype Products and the City of Selah. This is an amendment to increase the capacity allotment of the pretreatment facility to serve SunRype Products.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: None

Background / Findings & Facts: The City of Selah, entered into an Industrial Wastewater User Contract with Yakama Juice, LLC, dated July 13, 2010, which described the terms and conditions under which Yakama Juice, LLC, could discharge industrial wastewater to the City of Selah's wastewater conveyance system and treatment facility; and SunRype Products (USA), Inc., purchased the industrial juice processing facility from Yakama Juice, LLC, and the provisions of the Industrial Wastewater User Contract were transferred to SunRype Products (USA), Inc. SunRype Products (USA), Inc., was then designated as the Contracted User and has been discharging industrial process wastewater to the City of Selah under the terms of the Industrial Wastewater User Contract; and



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Section 2.9 of the Industrial Wastewater User Contract provides for the allocation of a portion of the capacity of the City's wastewater treatment facilities to the Contracted User in accordance with Schedule "A" attached to the Contract. The Contract allows for the adjustment of Contracted Capacity, and adjustments in capacity are reasonable based on additional information collected through metering and monitoring of the industrial discharges from the Contracted User.

Recommended Motion: To Approve an Resolution Authorizing the Mayor to sign an Industrial Wastewater User Contract between the City of Selah and SunRype Products (USA), Inc.

RESOLUTION NO. _____

Resolution authorizing the Mayor to sign an Amended Industrial Wastewater User Contract with SunRype Products (USA), Inc.

WHEREAS, the City of Selah, a municipal corporation, entered into an Industrial Wastewater User Contract with Yakama Juice, LLC, dated July 13, 2010, which described the terms and conditions under which Yakama Juice, LLC, could discharge industrial wastewater to the City of Selah's wastewater conveyance system and treatment facility; and

WHEREAS, SunRype Products (USA), Inc., purchased the industrial juice processing facility from Yakama Juice, LLC, and the provisions of the Industrial Wastewater User Contract were transferred to SunRype Products (USA), Inc.; and

WHEREAS, SunRype Products (USA), Inc., was then designated as the Contracted User and has been discharging industrial process wastewater to the City of Selah under the terms of the Industrial Wastewater User Contract; and

WHEREAS, Section 2.9 of the Industrial Wastewater User Contract provides for the allocation of a portion of the capacity of the City's wastewater treatment facilities to the Contracted User in accordance with Schedule "A" attached to the Contract; and

WHEREAS, the Contract allows for the adjustment of Contracted Capacity and adjustments in capacity are reasonable based on additional information collected through metering and monitoring of the industrial discharges from the Contracted User.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign the agreement as amended in the Industrial User Contract as follows:

1. The Schedule "A" attached hereto shall replace the Schedule "A" included in the Contract.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON, this 12th day of February 2019.

Sherry Raymond, Mayor

ATTEST:

Dale Novobielski, Clerk/ Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

RESOLUTION NO. _____

CITY OF SELAH
Industrial Wastewater User Contract

CONTRACT AMENDMENT

Contracted User: **SunRype Products (USA), Inc.**
 P.O. Box 940
 Selah, WA 98942

Date: **February 12, 2019**

WHEREAS, the City of Selah, a municipal corporation, entered into an Industrial Wastewater User Contract with Yakama Juice, LLC, dated July 13, 2010, which described the terms and conditions under which Yakama Juice, LLC, could discharge industrial wastewater to the City of Selah's wastewater conveyance system and treatment facility; and

WHEREAS, SunRype Products (USA), Inc., purchased the industrial juice processing facility from Yakama Juice, LLC, and the provisions of the Industrial Wastewater User Contract were transferred to SunRype Products (USA), Inc.; and

WHEREAS, SunRype Products (USA), Inc., was then designated as the Contracted User and has been discharging industrial process wastewater to the City of Selah under the terms of the Industrial Wastewater User Contract; and

WHEREAS, Section 2.9 of the Industrial Wastewater User Contract provides for the allocation of a portion of the capacity of the City's wastewater treatment facilities to the Contracted User in accordance with Schedule "A" attached to the Contract; and

WHEREAS, the Contract allows for the adjustment of Contracted Capacity, and adjustments in capacity are reasonable based on additional information collected through metering and monitoring of the industrial discharges from the Contracted User.

NOW, THEREFORE, the parties agree to amend the Industrial User Contract as follows:

1. The Schedule "A" attached hereto shall replace the Schedule "A" included in the Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment as of the day and year first above written.

CITY OF SELAH

SHERRY RAYMOND, MAYOR

ATTEST:

DALE NOVOTNICK, CITY CLERK/TREASURER

CONTRACTED USER

DULY AUTHORIZED REPRESENTATIVE

CITY OF SELAH

**INDUSTRIAL WASTEWATER USER CONTRACT
SUNRYPE PRODUCTS (USA), INC.**

February 12, 2019

**SCHEDULE A
ALLOWABLE WASTEWATER DISCHARGES^{1,2,3}**

Month	Average Daily Flow¹ (gallons per day)	Average Daily BOD Loading¹ (pounds per day)	Average Daily TSS Loading¹ (pounds per day)
January	310,000	2,800	1,400
February	310,000	2,800	1,400
March	310,000	2,800	1,400
April	310,000	2,800	1,400
May	310,000	2,800	1,400
June	310,000	2,800	1,400
July	310,000	2,800	1,400
August	310,000	2,800	1,400
September	310,000	2,800	1,400
October	310,000	2,800	1,400
November	310,000	2,800	1,400
December	310,000	2,800	1,400

Footnotes:

- ¹ Average daily discharges are considered to be the maximum discharges for a month expressed in terms of gallons or pounds per day. They represent the average daily loading over the month based on available test data. They do not represent maximum daily discharge limits.
- ² The surcharge provisions found in paragraph 3.4 of the Contract shall apply to discharges in excess of those listed in Schedule A.
- ³ The discharge of toxic substances as described in paragraph 4.1 of the Contract, or harmful waste as described in section 9.10.040 of the Selah Municipal Code, is prohibited.



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



Council Meeting	Action Item
2/12/2019	O – 1

Title: ORDINANCE AMENDING THE 2019 BUDGET FOR CIVIC CENTER PARKING LOT ELECTRICAL IMPROVEMENTS

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Staff Recommendation:

Approve Ordinance.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: Fund 301 Capital Improvements \$ 15,000

Funding Source: See above.

Background / Findings & Facts: At the January 22, 2019 Council meeting a project was approved to install power and pedestals in the grass strip of the west parking lot of the Civic Center.

Recommended Motion: I move to approve the Ordinance amending the 2019 budget for Civic Center parking lot electrical improvements.

Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:

1/22/2019

Action Taken:

Council authorized the installation of Civic Center parking lot electrical improvements.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2019 BUDGET FOR CIVIC CENTER PARKING LOT
ELECTRICAL IMPROVEMENTS

WHEREAS, the City desires to approve an adjustment to the 2019 Budget for Civic Center parking lot electrical improvements;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2019 Budget as follows:

118 Civic Center

118.000.075.397.00.00.00	Operating Transfers-In	\$ 15,000
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118.000.094.594.75.63.00	Other Improvements	\$ 15,000
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301 Capital Improvement

301.000.097.597.00.00.00	Operating Transfers-Out	\$ 15,000
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301.000.008.508.80.00.00	New Ending Cash and Investments	325,000
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PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON this 12th day of February 2019.

ATTEST:

Sherry Raymond, Mayor

Dale E. Novobielski, Clerk-Treasurer

APPROVED AS TO FORM:

Robert Noe, City Attorney