

SELAH CITY COUNCIL

5:30pm February 26, 2019

4:30pm Study Session -
Council Member Interviews



Selah City Council
Regular Meeting
Tuesday, January 22, 2019
5:30pm
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
- R. Executive Session
 - 1. 10 Minute Session to consider the qualifications of a candidate for appointment to elective office - RCW 42.30.110 (1)(h)
- ** Vote on New Council Member Selection
- ** Swearing in of New Council Member
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations **None**
- 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

J. Proclamations/Announcements

Mayor Raymond 1. Proclamation Proclaiming March 2019 as the 17th Annual March For Meals Month

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: February 12, 2019 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

- Jeff Peters 1. Resolution authorizing the Mayor to sign Task Order 2019-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. to conduct an Existing Building Evaluation for real property located within the City of Selah

O. Ordinances

- Dale N. 1. Ordinance Amending the 2019 Budget for Miscellaneous Adjustments

P. Public Appearances **None**

Q. Reports/Announcements

- 1. Departments
- 2. Council Members
- 3. City Administrator
- 4. Boards

- Brandy Atkins a. Planning Commission Minutes – January 15, 2019
- 5. Mayor

R. Executive Session **None**

S. Adjournment

Next Regular Meeting: March 12, 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

2/26/2019

J – 1

Title: Proclamation Proclaiming March 2019 as the 17th Annual March For Meals Month

From: Sherry Raymond, Mayor

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 Proclamation

Recommended Motion: N/A



A PROCLAMATION PROCLAIMING MARCH 2019 AS THE 17th ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2019 observance of March for Meals celebrates 17 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, People For People Meals on Wheels programs – both congregate and home-delivered, in Yakima County have served our communities admirably for more than 50 years; and

WHEREAS, volunteers for People For People Meals on Wheels programs in Yakima County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, People For People Meals on Wheels programs in Yakima County provide nutritious meals to seniors throughout Yakima county that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, People For People Meals on Wheels programs in Yakima County provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

WHEREAS, People For People Meals on Wheels programs in Yakima County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, I Sherry Raymond, as Mayor of the City of Selah, Washington, do hereby proclaim March 2019 as the 17th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2019 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 26th day of February, 2019

Sherry Raymond, Mayor



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



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

Title: Approval of Minutes: February 12, 2019 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)

City of Selah
Council Minutes
February 12, 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 4:00pm.

B. Roll Call

Members Present: Jacquie Matson; John Tierney; Roger Bell; Russell Carlson; Diane Underwood; Kevin Wickenhagen

Members Absent:

Staff Present: Donald Wayman, City Administrator; Dale Novobielski, Clerk/Treasurer; Rick Hayes, Police Chief; Gary Hanna, Fire Chief; Jeff Peters, Community Development Supervisor; Ty Jones, Public Works Utility Supervisor; Monica Lake, Executive Assistant

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

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Scott Ruark gave the prayer.

F. Agenda Changes **None**

G. Public Appearances/Introductions/ Presentations

1. Mary Wurtz, Public Records Officer

Clerk/Treasurer Novobielski presented Mary Wurtz, the new Public Records Officer, saying that she comes to the City from Yakima County Clean Air Authority, with good experience in the records management area, and he thinks she will do a fine job.

Mayor Raymond asked Ms. Wurtz how long she had been with the City.

Ms. Wurtz replied that she has been here for nine days and loves it, saying that it is such a great place to work and live. She went on to say that she has lived in Selah for a while and wanted to get involved in things, and was thankful for the opportunity.

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

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Barb Petrea, 604 Lancaster Road, approached the podium and addressed the Council. She said that fundraising for the pool was at approximately one hundred thousand of the two hundred fifty thousand needed for 2019, and that the fundraiser held was very successful. She spoke next about the Selah Downtown Association, saying that they are doing the Easter egg hunt in local businesses and have over thirty-two eggs posted in various businesses throughout Selah. Lastly she talked about Community Days, saying that their next meeting would be Thursday at 5:30pm at Nana Kate's, and that they were still looking for someone to do the Saturday pancake feed.

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

2. Written **None**

J. Proclamations/Announcements **None**

K. Consent Agenda

Council Member Tierney moved to add N – 3, N – 4, N – 5, N – 6 and N – 7 to the Consent Agenda.

Council Member Matson requested that N – 7 not be added.

Council Member Bell seconded to add N – 3, N – 4, N – 5, and N – 6 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 22, 2019 Study Session & Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 82476 – 82515 for a total of \$304,676.70

Claim Checks Nos. 72501 – 72591 for a total of \$285,451.10

* 3. Resolution N – 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

- * 4. Resolution N – 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
- * 5. Resolution N – 5: Resolution Declaring Certain Public Works Property as Surplus and Authorizing its Disposal
- * 6. Resolution N – 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

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

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

- 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

Fire Chief Hanna addressed N – 1. He said that this was the Resolution discussed at the last meeting, which would authorize a measure to be put on the ballot for voters to decide whether to provide funding for the Fire Department to maintain service levels.

Council Member Carlson commented that Clerk/Treasurer Novobielski had talked at the last meeting about an option to increase the public utility tax on utilities, with the City Administrator responding that they weren't going there. He expressed curiosity as to what options are and why not going there

Fire Chief Hanna replied that would be a Council decision, and he didn't have an opinion either way, although it would be a fairly large amount for the City to impose without voters having a say on it.

City Administrator Wayman remarked that, because they were talking about a large amount of money, they didn't want to propose an increase on utility taxes as an option without giving residents a say in it. He added that they want to run the levy when the Fire Commission does so, which would give folks in

the City and the District both a chance to vote on the proposed levies, and not appear disjointed like a utility tax increase for the City's forty percent could be.

Council Member Carlson stated that his reason for asking was that if one passes and other doesn't he wants to know what would they do at that point.

Fire Chief Hanna answered that they would both have to pass to keep the funding relationship equal, and his recommendation if one failed would be to go right back out with it again.

Council Member Carlson said that he was hearing that the recommendation is not to just say this is needed, and if it doesn't pass to increase the utility tax to cover.

City Administrator Wayman responded that might be an option for the Council to take, but pointed out that it would be contravening what voters just voted on if they voted against the levy.

Council Member Carlson commented that it wouldn't be the first time.

Council Member Tierney inquired if the verbiage from the last page of the Resolution was what would appear on the ballot.

City Administrator Wayman answered in the affirmative.

Council Member Tierney wondered if the last sentence was required or necessary.

Clerk/Treasurer Novobielski responded in the affirmative, saying that State RCW requires that language if they want that to take place, otherwise it wouldn't become the new base and allow for an annual one percent increase.

Council Member Carlson asked about the last levy run in the County, wanting a feel for the District versus the City.

Fire Chief Hanna said that the people he's talked to, who run these levies, feel confident about it, and that the last levy run was the Yakima County EMS levy, with a seventy-eight percent approval.

Council Member Carlson inquired if the levy's approval was due to following a big fire season.

Fire Chief Hanna answered that he didn't know, although the levy wasn't for an increase, just to continue the one that had been in place.

Council Member Wickenhagen remarked that he was in the elections department for eleven years, and that fire protection districts tend to do very well on the ballot.

Council Member Carlson wondered if running the levy would meet with approval.

Council Member Wickenhagen opined that it was most likely, in his experience.

Council Member Tierney asked if there were any other levies on the ballot.

Fire Chief Hanna replied that there would also be a pool levy.

Council Member Bell moved, and Council Member Tierney seconded, to approve the 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. 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.

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

Public Works Utility Supervisor Jones addressed N – 2. He said that this was a task order for the Taylor ditch project and that Ted Pooler from HLA was there to help answer questions that Council might have.

Council Member Matson inquired about the fiscal impact, reading the amounts listed on page three regarding fees for service then asking if they anticipate needing additional funds for services that may be authorized by the City.

Ted Pooler, HLA Engineering and Land Surveying, Inc., approached the podium and addressed the Council. He explained that when Public Works Director Henne put the agenda together he included construction costs as well as engineering and services, adding that the additional costs are the Department of Energy's (DOE) share of the project, construction and engineering services and the City's share of the project, plus the Selah School District's (SSD) share of paying for improvements. He added that their part was only forty-seven thousand dollars but the total City contribution is sixty thousand dollars, including the contribution towards construction.

Council Member Bell wondered if that included an increase in overall costs, as it looked like the SSD wasn't participating in the increased costs.

Mr. Pooler responded that the project used to be really big but the DOE scaled back the project to better fit the funding program. He went on to say that the overall cost increased due to delays in funding, and that while the DOE's portion didn't increase the SSD increased their share in the project.

Council Member Bell asked for confirmation that they did.

Public Works Utility Supervisor Jones replied in the affirmative.

Mr. Pooler added that their amount had increased over what it was two to three years ago.

Council Member Bell remarked that he thought theirs remained stagnant.

Public Works Utility Supervisor Jones replied in the negative, saying that everyone pays a percentage.

Council Member Wickenhagen commented that he assumes this to already be in the City's budget.

Public Works Utility Supervisor Jones answered in the affirmative.

Council Member Carlson moved, and Council Member Underwood seconded, to approve the 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. Roll was called: Council Member Wickenhagen – abstain; Council Member Matson – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. Motion passed with five yes votes and one abstention.

- * 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
- * 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
- * 5. Resolution Declaring Certain Public Works Property as Surplus and Authorizing its Disposal
- * 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
- 7. Resolution authorizing the Mayor to sign an Amended Industrial Wastewater User Contract with SunRype Products (USA), Inc.

Public Works Utility Supervisor Jones addressed N – 7. He said that this was the amended agreement with SunRype as previously discussed, and that Mr. Pooler was there to answer any questions.

Council Member Matson commented that she didn't see any clause regarding installation of the monitoring station as discussed before, although they said it was going to happen.

Mr. Pooler replied that the requirement was included in the original contract. They have budgeted for that, placed it into their capital improvement schedule, discussed it with DOE and would have it installed by June.

Council Member Matson inquired if they had a previous deadline.

Mr. Pooler answered in the negative, explaining that metering and monitoring was done further down the pipeline but they wished to ensure they received a good example of flow and accurate monitoring.

Council Member Matson wondered about penalties if they fail to meet the installation deadline.

Public Works Utility Supervisor Jones responded that they send a letter stating it would be done by June.

Mr. Pooler noted that the purpose was to adjust the allocation of the treatment plant capacity with what they are sending down the pipe.

Council Member Wickenhagen read aloud from page two of the agreement, asking if he was correct that an increase would reduce the amount of surcharge SunRype pays for exceeding their agreed amount.

Public Works Utility Supervisor Jones responded that to his knowledge they aren't even close to exceeding the current amount, and he doesn't think they have ever exceeded their discharge.

Council Member Carlson remarked that he thought they were exceeding and paying fees accordingly.

City Administrator Wayman replied that they were paying fees for the City to do the testing, not exceeding their discharge amount.

Public Works Utility Supervisor Jones noted that they were exceeding some testing requirements with DOE.

Council Member Carlson asked what he was missing, as he recalled that they were paying penalties.

City Administrator Wayman stated that the penalties were for testing.

Council Member Bell thought the same thing as Council Member Carlson, adding that Council had talked about whether they had the capacity to overwhelm the City's capacity.

Public Works Utility Supervisor Jones commented that they discharge to the industrial lagoon.

Community Development Supervisor Peters said that SunRype was under obligation with the DOE where they needed the treatment plant to adjust the numbers of flow and types of waste treated to comply with DOE mandates, and as the previous contract terms didn't well with DOE requirements they needed to amend the contract.

Mayor Raymond inquired if this was because DOE changed their requirements.

Mr. Pooler answered in the negative.

Council Member Bell moved, and Council Member Matson seconded, to approve the Resolution authorizing the Mayor to sign an Amended Industrial Wastewater User Contract with SunRype Products (USA), Inc. 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 –abstain. Motion passed with five yes votes and one abstention.

O. Ordinances

1. Ordinance Amending the 2019 Budget for Civic Center Parking Lot Electrical Improvements

Clerk/Treasurer Novobielski addressed O – 1. He said that Council was presented with a proposal at the last council meeting regarding electrical improvements in the parking lot area of the Civic Center, which was approved, and that this Budget adjustment authorizes the expenditure of the money. He noted that the funding source would be the capital improvement fund, not Fund 118 as previously mentioned.

Council Member Tierney moved, and Council Member Wickenhagen seconded, to approve the Ordinance Amending the 2019 Budget for Civic Center Parking Lot Electrical Improvements. 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.

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Clerk/Treasurer Novobielski said that he closed the books on 2018 at the end of last week, and briefly reviewed the end results with Council per the handout provided. He noted that there would be a budget adjustment at a future meeting to bring the opening balances of the various funds back into line so they reflect what they actually have available.

Council Member Carlson requested additional information on the amounts.

Clerk/Treasurer Novobielski explained that over six hundred thousand is from the bond utility tax money, which is restricted to repayment of some funds and for paying on the bonds, with about half of that waiting for future debt schedule payments.

Council Member Tierney asked if footnote six was monies for the pump house fire.

Clerk/Treasurer Novobielski responded in the affirmative, saying that the money came in very late in the year.

Council Member Tierney inquired if it covered the expense in full.

Clerk/Treasurer Novobielski answered that it did not, as they opted to upgrade the booster station.

Council Member Tierney asked for confirmation that the rest of expenditure was for improvements.

Clerk/Treasurer Novobielski replied in the affirmative.

City Administrator Wayman remarked that they were still evaluating the other pump house fire to determine the best course of action, and that whatever replaces the heater would be more fire resistant.

Clerk/Treasurer Novobielski said that he would be reaching out to the finance committee for a fourth quarter summary, and would provide additional information at that point.

Council Member Carlson asked when the bond utility tax is due to sunset.

Clerk/Treasurer Novobielski answered that it was set for 2021.

City Administrator Wayman commented that they would have a year where they have no payments due to what has already been paid off.

Community Development Supervisor Peters said that there would be a public hearing for the Lince expansion next Tuesday at the Planning Commission meeting, followed by a hearing before Council at the first meeting in March. He commented that Save-On Foods is being replaced by Tractor Supply and Grocery Outlet, and that the last he heard Tractor Supply would be opening sometime next spring.

Fire Chief Hanna thanked Council for allowing them to move forward to the voters with the levy. He said that his department has been knee deep in snow removal, trying to keep the stations clear, and that the increase in accidents has been pretty minor for the most part. He finished by saying that Firefighter Cline gave a presentation at the Citizens Academy last night, and that Deputy Fire Chief Lange had been in Olympia almost two weeks ago meeting with state legislators and making contacts to enable them to secure additional funding for some things.

Public Works Utility Supervisor Jones said that it has been all about snow, with other projects put on hold for the time being. He noted that their primary focus for plowing is the arterial collectors.

City Administrator Wayman requested that he list which streets those are.

Public Works Utility Supervisor Jones replied that it would be streets such as First Street, Speyers, and Crusher Canyon Road. He went on to say that they keep pushing those in the morning and evening, and finally started to get caught up this afternoon.

Council Member Carlson remarked that he's grateful when he wakes up at 5am and sees that the plow truck has already come by his house.

Public Works Utility Supervisor Jones commented that the new Kubota with its snowplow is impressive, as the old vehicle wouldn't have moved some of that snow.

Council Member Carlson expressed his appreciation of the crew working morning, night and weekends.

City Administrator Wayman thanked the Public Works crew, saying they do a good job.

Police Chief Hayes said that the Citizens Academy was going strong and thanked the Fire Department for joining them the night before. He remarked that the reserve officer graduation would be next week, with two of the thirteen officers going into the Selah Police Department reserves. He commented that he's seen positive responses on Facebook posts about the snow removal on streets and commended Public Works for their efforts.

Council Member Carlson asked if they are paid for attending the reserve academy.

Police Chief Hayes replied that they are not, although the City would pay L&I if they were injured on the job.

Council Member Carlson requested the names of the two new officers.

Police Chief Hayes answered that they are Nolan Riste and Rikki Rainville.

Council Member Tierney inquired if all officers were equipped with narcan.

Police Chief Hayes replied in the negative, adding that they don't have AEDs in cars either.

Council Member Tierney asked the same question of the Fire Chief.

Fire Chief Hanna answered that they do not yet but they are checking into the costs.

City Administrator Wayman remarked that they are aware of the concern, and they take great precaution by gloving up, being aware that can be inhaled as well, and undergoing training. He added that narcan would be another layer of protection.

Police Chief Hayes observed that years ago it didn't mean what it means today, but now they glove up for pretty much everything.

Council Member Carlson requested an explanation of what narcan is.

Fire Chief Hanna replied that it reverses the effects of an opium drug.

City Administrator Wayman said that the issue is fentanyl, as touching or inhaling it can cause a deadly overdose, and that it's far more dangerous because it's so concentrated.

Police Chief Hayes commented that it soaks right through the skin.

Council Member Tierney remarked that it's a good idea to use sanitary wipes before grabbing a cart at the grocery store.

2. Council Members

Council Member Wickenhagen had no report.

Council Member Matson said that the Volunteer Park meeting was delayed to this Thursday at noon, and that they would be making a decision on trees and other items with the intent of moving forward and making some firm decisions. She expressed her appreciation and enjoyment of the Citizens Academy.

Council Member Tierney said that an LTAC meeting has not been held yet, and when they do have one, hopefully they would have requests for funding from community groups. He thanked Public Works for taking care of the streets.

Council Member Bell spoke briefly about the SPRSA's successful fundraiser, thanking everyone who participated in that. He said that the contractor continued to work on the project and hoped to be back on schedule by March 1. He commented that he lives on a secondary street and it was plowed several times.

Council Member Underwood said that she attended her first SPRSA meeting, which she found really enjoyable. She noted that she didn't make the most recent Selah School Board meeting due to emergency surgery after the last council meeting.

Council Member Carlson said that the Citizens Academy is phenomenal, opening his eyes to things he didn't know that go through the minds of the first responders. He expressed appreciation for the effort put forth by Public Works.

3. City Administrator

City Administrator Wayman noted that City Attorney Noe was absent due to an injury earlier that afternoon. He said that they would have an executive session to discuss litigation shortly, and he would cover the City Attorney's end of things. He reminded Council that they would have a study session next meeting to bring on another council member, which would start at 4:30pm, adding that there wouldn't be rounds of questioning as the candidates were all interviewed the previous time, so this time they would each have a short presentation followed by a question from each Council Member, after which they would go into executive session to discuss the candidates.

Executive Assistant Lake reminded him that the executive session would be held during the Council Meeting, not the Study Session.

Council Member Underwood said that she might not be able to arrive at the meeting prior to 4:40pm.

4. Boards **None**

5. Mayor

Mayor Raymond reminded Council to file their F-1 forms. She spoke briefly about the AWC scholarship, requesting that anyone who knows of a high school student involved in the community who could use extra help encourage them to fill out and submit an application prior to March 1. She thanked the Public Works Department for their assistance with the recent snow.

P. Executive Session

1. 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)

Council went into Executive Session at 5:02m. At 5:32pm, Council went back on the record. Mayor Raymond stated that they would be extending the Executive Session for an additional 5 minutes.

Council went back into Executive Session at 5:33pm. At 5:39pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

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

The meeting adjourned at 5:39pm.

Sherry Raymond, Mayor

John Tierney, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

Jacque 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
2/26/2019	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
2/26/2019 N – 1

Title: Resolution authorizing the Mayor to sign Task Order 2019-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. to conduct an Existing Building Evaluation for real property located within the City of Selah.

From: Jeff Peters, Community Development Supervisor

Action Requested: Approval

Staff Recommendation: Pass the accompanying resolution providing for preparation of an Existing Building Evaluation report for real property located within the City of Selah upon Tax Parcel Numbers: 181436-33039 & 181436-33019.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$14,000.00

Funding Source: General Fund

Background / Findings & Facts: During the fall of 2018, certain real property located upon Tax Parcel Numbers: 181436-33039 & 181436-33019, became available for purchase. On November 20, 2018, as directed by the Mayor and City Administrator, the city's Community Development Supervisor contacted the subject property owner's (First Interstate Bank of Washington) real-estate agent to request that the subject property owner consider donation of the subject property to the city for municipal use. After touring the subject property and building with all potential municipal service providers, and architect, it was found that the subject property is desirable for municipal use and service. Furthermore, in order to further evaluate the viability of the subject property and overall condition for



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



municipal use/service, city management is now requesting that the City of Selah Council authorize staff and the city's consultants to conduct an Existing Building Evaluation report not to exceed \$14,000.00

Recommended Motion: I move that the City of Selah Council pass the accompanying resolution authorizing the Mayor to sign Task Order 2019-06 between the City of Selah and HLA Engineering and Surveying.

RESOLUTION NO. _____

**Resolution authorizing the Mayor to sign Task Order 2019-06
between the City of Selah and HLA Engineering and Land
Surveying, Inc. to conduct an Existing Building Evaluation for
real property located within the City of Selah**

WHEREAS, during past city council meetings the City of Selah City Council has clearly established that there is an identified need to purchase real property to adequately provide for the future growth, and needs of the City of Selah municipal services (i.e. police, fire, and city hall); and

WHEREAS, during the fall of 2018, certain real property located upon Tax Parcel Numbers: 181436-33039 & 181436-33019, became available for purchase; and

WHEREAS, on November 20, 2018, as directed by the Mayor and City Administrator, the city's Community Development Supervisor contacted the subject property owner's (First Interstate Bank of Washington) real-estate agent to request that the subject property owner consider donation of the subject property to the city for municipal use; and

WHEREAS, following positive discussions with the subject property owner, the city requested a tour of the building to determine the viability of the building for municipal service; and

WHEREAS, after touring the subject property and building with all potential municipal service providers, and architect, it was found that the subject property is desirable for municipal use and service; and

WHEREAS, in order to further evaluate the viability of the subject property and overall condition for municipal use/service city management is requesting that the City of Selah Council authorize staff and the city's consultants to conduct an Existing Building Evaluation report not to exceed \$14,000.00; and

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

WHEREAS, the City of Selah wishes to engage HLA via task order for the Existing Building Evaluation report,

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 2019-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. to prepare an Existing Building Evaluation report not to exceed \$14,000.00 for the subject property of Tax Parcel Numbers: 181436-33039 & 181436-33019.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of February 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

RESOLUTION NO. _____

TASK ORDER NO. 2019-06

REGARDING AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

PROJECT DESCRIPTION:

Existing Building Evaluation for Tax Parcel No. 181436-33039

The City of Selah (City) is evaluating the existing building and site located on Yakima County Tax Parcel No. 181436-33039, and the adjacent parking area on Parcel No. 181436-33019. The purpose of the evaluation is to assess the condition of the existing building, the possibility for expansion, and costs associated with remodeling the building.

To complete the evaluation, HLA Engineering and Land Surveying, Inc. (HLA), will be using the services of the following subconsultants as allowed under the terms of the General Services Agreement for Professional Services between the City and HLA:

BORArchitecture, PLLC – Architectural Building Evaluation
Fulcrum Environmental – Hazardous Materials Inspection

It is understood the Scope of Services is subject to change based on building condition and unforeseen circumstances that arise as the evaluation proceeds. However, the City will be advised of changed conditions and neither HLA nor its subconsultants will proceed without further authorization from the City.

A written report of the findings of the evaluation will be provided to the City.

SCOPE OF SERVICES:

At the direction of the City, HLA and its subconsultants shall provide professional architectural, engineering, and environmental review services for the Existing Building Evaluation for Tax Parcel No. 181436-33039 (Project). HLA and subconsultant services shall include the following:

PHASE 1 – ARCHITECTURAL BUILDING EVALUATION

1. The intent of the on-site evaluation is to assist a building owner, or potential purchaser of the property or building, in identifying issues that may impact the current or future value of the property or building and impact decisions of ownership or purchase. Not all improvements will be identified during the evaluation, so both routine and unexpected repairs should be anticipated.
2. The evaluation is not to be considered a guarantee or warranty of any kind. The observation/evaluation and report attempt to address items which are believed to be of significant impact related to the continued successful operation of the observed property and or building in their current usage and occupancy and in keeping with similar properties

or buildings of a similar age. However, the report will include the feasibility of adding a second floor to the main structure, the potential for building expansion to the east, and consideration for use as a public facility.

3. Estimated costs will be prepared for deferred maintenance, remodeling, and modifying the building for use as a public facility.
4. Since the evaluation is limited to visual observation of the existing building, the following limitations apply to the report and findings:
 - a. Only those conditions present at the date and time of the on-site visit(s) can be observed. Therefore, the report is limited in scope to those components and assemblies that were readily visible and did not require removal, cutting, drilling, etc., of permanent elements of the construction, such as but not limited to, removal of gypsum wallboard, electrical panel covers, mechanical equipment covers, vapor barriers, etc., such that materials behind finished surfaces could not be observed.
 - b. Insulation depths and estimates of R-values of insulation cannot be observed and are not included in the scope of the observation or report.
 - c. Architectural or engineering services such as calculation of electrical, or HVAC capacities and adequacy and integrity of these systems are not part of the observation or report. No equipment will be operated or tested.
 - d. The report does not address furnishings and equipment or décor issues. Wall hung/mounted items will not be moved to permit observation of surfaces behind them. Carpeting, window treatments, appliances, paint, wall finishes (wall paper, etc.) and other finish treatments will not be addressed in the observation.
 - e. Indoor air quality will not be a part of the observation or report except to the extent obvious deficiencies will be noted.
 - f. Observation or testing of electrical panel circuits, concealed components (wiring, etc.), outlets and operation and/or testing of remote control devices, alarms systems, low voltage wiring, and ancillary wiring and data cabling are outside the scope of the observation and report.

PHASE 2 – BUILDING AND SITE EVALUATION

1. The intent of this phase is to supplement the Phase 1 – Architectural Building Evaluation. The structural feasibility of adding a second floor and/or expanding the building will be examined. If requested, a more thorough evaluation of the existing structure will be done later under additional services as part of the remodeling process.
2. Compliance of the site with existing standards (e.g., ADA, parking) will be evaluated, and site modifications needed to accommodate increased floor area and change in use will be examined (e.g., additional parking spaces).
3. Findings of the building and site evaluation will be presented as an attachment to the Phase 1 report.

PHASE 3 – HAZARDOUS MATERIALS INSPECTION

1. This work will include an investigation of the existing building, taking samples of suspected materials, and testing those materials. Asbestos testing will be accelerated to meet the time of performance described below. A Hazardous Materials Report for the building will be prepared.
2. If the current building owner has a hazardous material report on the building, and if the report it is complete and a copy is provided, the scope of this phase could be reduced or eliminated.
3. If a Phase 1 Environmental Review is required, that work will be considered additional services.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

The CITY will provide or perform the following:

1. Provide full information as to CITY requirements of the Project.
2. 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 the Project.
3. 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.
4. 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, PHASE 2, and PHASE 3

Time is of the essence and the time of performance assumes the City authorizes work to proceed on February 27 with building access provided before March 1, 2019. Written reports of the findings of the Phase 1, Phase 2, and Phase 3 investigations and evaluations will be submitted to the City on or before March 20. It is understood that only the asbestos testing portion of the hazardous materials inspection may be completed by that time.

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 adjusted between phases, but the maximum amount shall not exceed \$14,000 without written agreement of both parties. The Phase 2 and Phase 3 scope of work may be adjusted to stay within this budget amount.

PHASE 1 – ARCHITECTURAL BUILDING EVALUATION

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 \$4,950.00. This estimated amount assumes the building owner will provide record drawings of the existing building.

PHASE 2 – BUILDING AND SITE EVALUATION

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 \$4,650.00. This estimated amount assumes the building owner will provide record drawings of the existing building.

PHASE 3 – HAZARDOUS MATERIALS INSPECTION

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 \$4,400.00.

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: *Theodore W. Pooler*
HLA Engineering and Land Surveying, Inc.
Theodore W. Pooler, PE, Vice President

2/20/19
Date

Approved: _____
City of Selah
Sherry Raymond, Mayor

Date



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



Council Meeting Action Item
2/26/2019 O – 1

Title: Ordinance Amending the 2019 Budget for Miscellaneous Adjustments

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Staff Recommendation:

Approve Ordinance.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: Estimated Ending Fund Balances will increase by \$ 1,415,983.

Funding Source: Fund 001 General \$ 161,310, Fund 103 Fire Control \$ 34,529, Fund 110 City Street \$ 77,816, Fund 115 Local Access St. Improv \$ 77,552, Fund 118 Civic Center (\$ 4,285), Fund 119 Transit \$ 72,398, Fund 121 Tourism \$ 7,678, Fund 150 Fire Equipment Res \$ 109,425, Fund 170 CE Equipment Res \$ 3,877, Fund 171 PW Equip Reserve \$ 11,233, Fund 301 Capital Improvement \$ 31,988, Fund 303 Fire Control Building Reserve \$ (2,847), Fund 411 Water \$ 20,442, Fund 415 Sewer \$ 186,840, Fund 420 Solid Waste \$ 18,996, Fund 461 Water Reserve \$ 557,986 and Fund 465 Sewer Reserve \$ 51,045.

Background / Findings & Facts: To amend the 2019 budget for the estimated amount of cash and investments (fund balance) carried over from 2018.

Recommended Motion: I move to approve an Ordinance amending the 2019 budget for miscellaneous adjustments.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2019 BUDGET FOR MISCELLANEOUS
ADJUSTMENTS

WHEREAS, the City desires to approve miscellaneous adjustments to the 2019 Budget;

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:

001 General

Non-Departmental

001.000.098.308.80.00.00	New Beginning Unreserved Cash & Investments	\$	382,212
001.000.098.308.10.00.00	New Beginning Reserved C & I – Marudo Bonds		621,098
001.000.999.508.80.00.00	New Ending Unreserved Cash & Investments	\$	460,693
001.000.999.508.10.00.00	New Ending Reserved C & I – Marudo Bonds		358,638

103 Fire Control

103.000.022.308.10.00.00	New Beginning Reserved Cash & Investments	\$	412,529
103.000.999.508.10.00.00	New Ending Reserved Cash & Investments	\$	432,049

110 City Street

110.000.042.308.10.00.00	New Beginning Reserved Cash & Investments	\$	160,816
110.000.999.508.10.00.00	New Ending Reserved Cash & Investments	\$	174,546

115 Local Access St Improv.

115.000.097.308.10.00.00	New Beginning Reserved Cash & Investments	\$	241,552
115.000.008.508.10.00.00	New Ending Reserved Cash & Investments	\$	127,552

118 Civic Center

118.000.075.308.10.00.00	New Beginning Reserved Cash & Investments	\$	23,715
118.000.008.508.10.00.00	New Ending Reserved Cash & Investments	\$	17,756

119 Transit

119.000.047.308.10.00.00	New Beginning Reserved Cash & Investments	\$	222,398
119.000.999.508.10.00.00	New Ending Reserved Cash & Investments	\$	189,239

121 Tourism

121.000.057.308.10.00.00	New Beginning Reserved Cash & Investments	\$	22,678
121.000.999.508.10.00.00	New Ending Reserved Cash & Investments	\$	32,116

150 Fire Equipment Reserve

150.000.022.308.10.00.00 New Beginning Reserved Cash & Investments \$ 409,425

150.000.008.508.10.00.00 New Ending Reserved Cash & Investments \$ 395,425

170 CE Equipment Reserve

170.000.098.308.10.00.00 New Beginning Reserved Cash & Investments \$ 383,877

170.000.008.508.10.00.00 New Ending Reserved Cash & Investments \$ 410,640

171 Public Works Equipment Reserve

171.000.098.308.10.00.00 New Beginning Reserved Cash & Investments \$ 471,233

171.000.008.508.10.00.00 New Ending Reserved Cash & Investments \$ 424,633

301 Capital Improvement

301.000.098.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 371,988

301.000.008.508.80.00.00 New Ending Unreserved Cash & Investments \$ 532,992

303 Fire Control Bldg Reserve

303.000.022.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 9,153

303.000.008.508.80.00.00 New Ending Unreserved Cash & Investments \$ 19,168

411 Water

411.000.034.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 820,442

411.000.999.508.80.00.00 New Ending Unreserved Cash & Investments \$ 974,784

415 Sewer

415.000.035.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 566,840

415.000.999.508.80.00.00 New Ending Unreserved Cash & Investments \$ 567,888

420 Solid Waste

420.000.037.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 288,996

420.000.999.508.80.00.00 New Ending Unreserved Cash & Investments \$ 268,517

461 Water Reserve

461.000.034.308.80.00.00 New Beginning Unreserved Cash & Investments \$ 1,438,036

461.000.034.308.11.00.00 New Beginning Res C&I – Reservoir Replacement 376,739

461.000.034.308.12.00.00 New Beginning Res C&I – Auto Mtr Read 215,211

461.000.999.508.80.00.00 New Ending Unreserved Cash & Investments \$ 1,512,036

461.000.999.508.11.00.00	New Ending Res C&I – Reservoir Replacement	401,739
461.000.999.508.12.00.00	New Ending Res C&I – Auto Mtr Read	235,211
<u>465 Sewer Reserve</u>		
465.000.035.308.80.00.00	New Beginning Unreserved Cash & Investments	\$ 1,262,045
465.000.999.508.80.00.00	New Ending Unreserved Fund Balance	\$ 1,374,045

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON this 26th day of February 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk-Treasurer

APPROVED AS TO FORM:

Robert Noe, City Attorney

ORDINANCE NO. _____



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Informational Item

2/26/2019

Q – 4a

Title: Planning Commission Minutes from January 15, 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

City of Selah
Planning Commission Minutes
Of
January 15, 2019

A. Call to Order

Chairman Smith calls the meeting to order at 5:25 pm.

B. Roll Call

Members Present: Chairman Smith: Commissioners: Huber, Goodall, Morehead and Torkelson
Members Absent: None
Staff Present: Jeff Peters, City Planner, Brandy Tucker, Minutes Secretary
Guest: None

C. Agenda Changes : None

D. Communications

1. Oral - None
2. Written - None

E. Approval of Minutes

1. ***Approval of minutes from December 18, 2018***

Commissioner Torkelson motions to approve the minutes.

Commissioner Huber seconds.

Minutes are approved with a voice vote of 5-0.

F. Public Hearings

1. Old Business - None.
2. New Business - 2019 Selah Urban Area Comprehensive Plan Amendment Process - Notice is hereby given that applications to amend the Selah Urban Area Comprehensive Plan will be accepted no later than 5:00 PM on Friday February 15, 2019. As required by State law, all plan amendments will be considered concurrently.

G. General Business

1. Old Business - None
2. New Business - None

H. Reports/Announcements


1. Chairman -
2. Commissioners -
3. Staff - None

I. Adjournment

Commissioner Torkelson motions to adjourn.

Commissioner Morehead seconds.

Chairman Smith adjourns the meeting at 5:29 p.m. with a voice vote of 5-0.



Chairman Smith