

# SELAH CITY COUNCIL

4:00pm March 12, 2019



Selah City Council  
Regular Meeting  
Tuesday, March 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  
Jeremy Burke

CITY OF SELAH  
115 West Naches Avenue  
Selah, Washington 98942

City Administrator: Donald Wayman  
City Attorney: Robert Noe  
Clerk/Treasurer: 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
  - 1. Bronwyn Mayo – Wenas Mammoth Foundation
- 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 a. Monthly Permit Report February 2019
- Erin Barnett b. Code Enforcement Report for February 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: February 26, 2019 Study Session & Council Meeting
- Dale N. \* 2. Approval of Claims & Payroll

L. Public Hearings

- Jeff Peters 1. Closed Record Public Hearing to consider the City of Selah Planning Commission’s Recommendation regarding a Class 3 Use Application for the construction of a new elementary school, increase the maximum lot coverage of the site from 35% to 38%, and provide environmental review of the proposal in its entirety

M. General Business

1. New Business

- Treesa Morales a. Funding Increase for Improvements in Volunteer Park

2. Old Business **None**

N. Resolutions

- Jeff Peters 1. Resolution Approving a Class 3 Use Application for the construction of a new elementary school, increase the maximum lot coverage of the site from 35% to 38%, and provide environmental review of the proposal in its entirety
- Treesa Morales \* 2. Resolution Authorizing the Mayor to sign a contract with Yakima Valley Sports Tourism
- Gary Hanna \* 3. Resolution declaring Fire Department Property as Surplus and Authorizing Its Disposal
- Rick Hayes 4. Resolution Declaring March 1 Ernest E. Buckley Day in Remembrance Of and Honoring the City of Selah's First Town Marshal who Lost His Life in the Line of Duty

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

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

- Monica Lake a. Lodging Tax Advisory Committee Minutes – December 3, 2018
- Brandy Atkins b. Planning Commission Minutes – February 19, 2019
- 5. Mayor

R. Executive Session

- 1. 15 Minute Session – Potential Litigation RCW 42.30.110 (1) (i)

S. Adjournment

Next Regular Meeting: March 26, 2019

|   |
|---|
| <p>Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)</p> <p>A yellow AIS indicates an action item.</p> <p>A blue AIS indicates an information/non-action item.</p> |
|---|



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



Council Meeting

Informational Item

3/12/2019

I – 2a

**Title:** Monthly Permit Report February 2019

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

**Action Requested:** Informational - No action needed

**Staff Recommendation:**

N/A

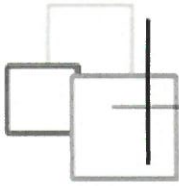
**Board/Commission Recommendation:** Not Applicable

**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: 2/1/2019 thru 2/28/2019  
 Modified Dates: All Time thru All Time  
 Permit Type Status: All

| Permit Number                    | Create Date | Applicant                                 | Applicant Type | Property               | Status   | Parcel ID    |
|----------------------------------|-------------|---|----------------|------------------------|----------|--------------|
| <b>100-Building Permit - New</b> |             |   |                |                        |          |              |
| <u>NBP-2019-004</u>              | 2/6/2019    | Columbia Ridge Homes LLC                  | Contractor     | 1545 W Goodlander Rd   | Issued   | 18142741425  |
| <u>NBP-2019-005</u>              | 2/12/2019   | Zucker Sample Development LLC             | Owner          | 3 Alan Court           | Issued   | 18142644479  |
| <u>NBP-2019-007</u>              | 2/21/2019   | Torkelson Construction                    | Owner          | 213 Breezy Way         | Issued   | 181425-33454 |
| <b>Count:</b>                    |             |   |                |                        | <b>3</b> |              |
| <b>104-New Commercial</b>        |             |   |                |                        |          |              |
| <u>NC-2019-001</u>               | 2/1/2019    | NAC Architecture                          | Contractor     | 316 W Naches Ave       | New      | 18143544434  |
| <u>NC-2019-002</u>               | 2/11/2019   | Hahn, Steve                               |                | 615 N. 1st St.         | New      | 181436-22011 |
| <b>Count:</b>                    |             |   |                |                        | <b>2</b> |              |
| <b>110-Re-Siding</b>             |             |   |                |                        |          |              |
| <u>RS-2019-001</u>               | 2/20/2019   | Specialty Finishes NW LLC                 | Contractor     | 417 S 3rd Street       | Issued   | 181302-11521 |
| <b>Count:</b>                    |             |   |                |                        | <b>1</b> |              |
| <b>200-Plumbing Permit - New</b> |             |   |                |                        |          |              |
| <u>PL-RES-2019-003</u>           | 2/11/2019   | Columbia Ridge Homes LLC                  | Owner          | 1547 W Goodlander Road | Issued   | 181427-41424 |
| <u>PL-RES-2019-004</u>           | 2/19/2019   | Columbia Ridge Homes LLC                  | Owner          | 1545 W Goodlander Rd   | Issued   | 18142741425  |
| <u>PL-RES-2019-005</u>           | 2/19/2019   | Zucker Sample Development LLC             | Owner          | 3 Alan Court           | Issued   | 18142644479  |
| <u>PL-RES-2019-006</u>           | 2/21/2019   | Torkelson Construction                    | Owner          | 213 Breezy Way         | Issued   | 181425-33454 |
| <b>Count:</b>                    |             |   |                |                        | <b>4</b> |              |
| <b>203-U.G. Sprinklers</b>       |             |   |                |                        |          |              |
| <u>UGS-2019-002</u>              | 2/11/2019   | Columbia Ridge Homes LLC                  | Owner          | 1547 W Goodlander Road | Issued   | 181427-41424 |
| <b>Count:</b>                    |             |   |                |                        | <b>1</b> |              |
| <b>206-Fire Sprinkler System</b> |             |   |                |                        |          |              |
| <u>FIRE SYS-2019-001</u>         | 2/15/2019   | Selah Parks and Recreational Service Area |                | 214 S. 3rd St.         | Issued   | 181435-44432 |
| <u>FIRE SYS-2019-002</u>         | 2/19/2019   | Tkc Cxcv III LLC                          | Owner          | 800 N Park Center      | New      | 18143521442  |
| <b>Count:</b>                    |             |   |                |                        | <b>2</b> |              |

| Permit Number                            | Create Date | Applicant                     | Applicant Type | Property               | Status        | Parcel ID    |
|--|-------------|-------------------------------|----------------|------------------------|---------------|--------------|
| <b><u>207-Water/Sewer Hookup</u></b>     |             |                               |                |                        |               |              |
| <u>W/S-HU-2019-001</u>                   | 2/26/2019   | W.R. Newman & Associates Inc  | Contractor     | 800 N Park Center      | New           | 18143521442  |
|  |             |                               |                |                        | <b>Count:</b> | <b>1</b>     |
| <b><u>208-Plumbing Commercial</u></b>    |             |                               |                |                        |               |              |
| <u>PL-COM-2019-004</u>                   | 2/1/2019    | NAC Architecture              | Contractor     | 316 W Naches Ave       | New           | 18143544434  |
| <u>PL-COM-2019-005</u>                   | 2/4/2019    | CESO Inc                      | Designer       | 800 N Park Center      | New           | 18143521442  |
| <u>PL-COM-2019-006</u>                   | 2/13/2019   | W.R. Newman & Associates Inc  | Contractor     | 800 N Park Center      | New           | 18143521442  |
|  |             |                               |                |                        | <b>Count:</b> | <b>3</b>     |
| <b><u>300-Mechanical Permit-New</u></b>  |             |                               |                |                        |               |              |
| <u>M-RES-2019-003</u>                    | 2/11/2019   | Columbia Ridge Homes LLC      | Owner          | 1547 W Goodlander Road | Issued        | 181427-41424 |
| <u>M-RES-2019-004</u>                    | 2/19/2019   | Columbia Ridge Homes LLC      | Owner          | 1545 W Goodlander Rd   | Issued        | 18142741425  |
| <u>M-RES-2019-005</u>                    | 2/19/2019   | Zucker Sample Development LLC | Owner          | 3 Alan Court           | Issued        | 18142644479  |
| <u>M-RES-2019-006</u>                    | 2/21/2019   | Torkelson Construction        | Owner          | 213 Breezy Way         | Issued        | 181425-33454 |
|  |             |                               |                |                        | <b>Count:</b> | <b>4</b>     |
| <b><u>304-Mech Commercial</u></b>        |             |                               |                |                        |               |              |
| <u>M-COM-2019-005</u>                    | 2/1/2019    | NAC Architecture              | Contractor     | 316 W Naches Ave       | New           | 18143544434  |
| <u>M-COM-2019-006</u>                    | 2/4/2019    | W.R. Newman & Associates Inc  | Contractor     | 800 N Park Center      | New           | 18143521442  |
|  |             |                               |                |                        | <b>Count:</b> | <b>2</b>     |
| <b><u>700- Civil Plans</u></b>           |             |                               |                |                        |               |              |
| <u>ENG-2019-001</u>                      | 2/26/2019   | Hahn, Steve                   | Owner          |                        | New           |              |
| <u>ENG-2019-002</u>                      | 2/26/2019   | Tkc Cxvc III LLC              |                | 800 N Park Center      | New           | 18143521442  |
|  |             |                               |                |                        | <b>Count:</b> | <b>2</b>     |
| <b><u>913- Short Plat</u></b>            |             |                               |                |                        |               |              |
| <u>SHORT-2019-001</u>                    | 2/22/2019   | Van Alstine, David            | Owner          |                        | New           |              |
|  |             |                               |                |                        | <b>Count:</b> | <b>1</b>     |
| <b><u>913A- Short Plat Exemption</u></b> |             |                               |                |                        |               |              |
| <u>SPE-2019-001</u>                      | 2/13/2019   | Johnson, Chuck                | Owner          |                        | New           |              |
| <u>SPE-2019-002</u>                      | 2/13/2019   | Packard, Owen                 | Owner          |                        | New           | 18130122434  |
|  |             |                               |                |                        | <b>Count:</b> | <b>2</b>     |
| <b><u>919-Revocable Right of Way</u></b> |             |                               |                |                        |               |              |
| <u>RGHT WAY-19-019</u>                   | 2/21/2019   | Selah Downtown Association    | Designer       |                        | New           |              |

| Permit Number                    | Create Date | Applicant                    | Applicant Type | Property          | Status                    | Parcel ID   |
|----------------------------------|-------------|------------------------------|----------------|-------------------|---------------------------|-------------|
| <u>RGHT WAY-19-020</u>           | 2/25/2019   | Daniels, JAMES F & CYNTHIA R | Owner          | 507 Sunrise Place | New                       | 18143514419 |
| <u>RGHT WAY-19-021</u>           | 2/25/2019   | Allan, Kenneth & Tammy       |                | 312 S 1st Street  | New                       | 18130211408 |
|                                  |             |                              |                |                   | <b>Count:</b>             | <b>3</b>    |
| <b><u>924-Class 1 Review</u></b> |             |                              |                |                   |                           |             |
| <u>CL1-2019-002</u>              | 2/26/2019   | Eaton, Jason                 |                | 103 W Naches Ave  | New                       | 18143541400 |
|                                  |             |                              |                |                   | <b>Count:</b>             | <b>1</b>    |
|                                  |             |                              |                |                   | <b>Total Count:</b>       | <b>32</b>   |
|                                  |             |                              |                |                   | <b>Total Inspections:</b> | <b>65</b>   |



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



Council Meeting      Informational Item  
3/12/2019              I – 2b

**Title:** Code Enforcement Report for February 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 February 2019**

| <b>Subject Property</b> | <b>Date</b> | <b>Expiration</b> | <b>Communication</b> | <b>Code Violation</b> | <b>Result</b>        | <b>Notes</b> |
|-------------------------|-------------|-------------------|----------------------|-----------------------|----------------------|--------------|
| 400 BLK Valley View Ave | 2/5/2019    | 2/25/2019         | Standard-Letter      | 6.58.050              | Certain Growth       |              |
| 600 BLK S. 1st St       | 2/21/2019   |                   | Standard-Letter      | 7.10.010              | Snow Removal         |              |
| 100 BLK E. 3rd St       | 2/21/2019   |                   | Standard-Letter      | 7.10.010              | Snow Removal         |              |
| 300 BLK S. 1st St       | 2/21/2019   |                   | Standard-Letter      | 7.10.010              | Snow Removal         |              |
| 600 BLK S. 1st St       | 2/21/2019   |                   | Standard-Letter      | 7.10.010              | Snow Removal         |              |
| 600 BLK S. 1st St       | 2/19/2019   |                   | Standard-Letter      |                       | Response to occupant |              |
| 400 BLK S. 1st St       | 2/11/2019   |                   | Standard-Letter      |                       | Response to occupant |              |



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



Council Meeting      Action Item  
3/12/2019              K – 1

**Title:** Approval of Minutes: February 26, 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  
February 26, 2019  
4:30pm

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

Community Development Supervisor Peters stated that he has verified that the residential addresses given by all applicants are within the City limits and they are therefore qualified applicants for the vacant position.

Mayor Raymond explained the procedure, which would start with each applicant given five minutes to talk to Council about why he or she would be a suitable choice for the vacant position, followed by each Council Member asking a question of the applicant.

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

At the conclusion of each applicant's five minutes, each Council Member posed a question to the applicant regarding items such as Selah's largest challenge over the next five years, their greatest strength, an opinion on the recent levy for Fire services, attracting more businesses to Selah, most important priority for a Council Member, fiscal viewpoint, the City's subarea plan, personal motivation to become a Council Member, the expectation in twenty years if one were a business owner in Selah, how one would address a citizen complaint about the actions of City staff, how one would adapt to changes over the last four years, what one task could be done to improve public safety in Selah, and whether to sunset or keep the utility tax increase to pay off the Marudo debt.

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

The Study Session ended at 5:21pm.

City of Selah  
Council Minutes  
February 26, 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: Kevin Wickenhagen; Jacquie Matson; John Tierney; Roger Bell; Diane Underwood
  - Members Absent: Russell Carlson
  - 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

**Council Member Tierney moved, and Council Member Underwood seconded, to excuse Council Member Carlson. By voice vote, approval was unanimous.**

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Scott Ruark gave the prayer.

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)

Council went into Executive Session at 5:32m. At 5:42pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

**Council Member Bell moved, and Council Member Wickenhagen seconded, to appoint Jeremy Burke to fill the vacant City Council position. By voice vote, approval was unanimous.**

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

Mayor Raymond encouraged the other applicants to apply in May for one of the six Council seats that would be on the November ballot.

- 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. Seeing no one rise to speak, she closed the meeting.

- 2. Written **None**
- J. Proclamations/Announcements
  - 1. Proclamation Proclaiming March 2019 as the 17th Annual March For Meals Month

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

K. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

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

- \* 1. Approval of Minutes: February 12, 2019 Council Meeting
- \* 2. Approval of Claims and Payroll:
  - Payroll Checks Nos. 82516 – 82532 for a total of \$208,091.79
  - Claim Checks Nos. 72592 – 72614 for a total of \$ 322.80
  - Claim Checks Nos. 72615 – 72679 for a total of \$109,838.14

**Council Member Tierney moved, and Council Member Bell seconded, approval of the 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 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

Community Development Supervisor Peters addressed N – 1. He said the task order was for HLA to conduct an existing building evaluation for the real property discussed during the last executive session, and that he was not going into a lot of detail but this property is of interest for municipal purpose and part of that is seeing if it's suitable for municipal use. He explained what the evaluation would encompass, saying that the information would allow Council to make an appropriate decision and recommendation regarding disposition of the property.

Council Member Tierney clarified that they were discussing the Wells Fargo bank building.

Community Development Supervisor Peters agreed with his statement.

Council Member Wickenhagen had a question regarding the work to be done, saying that it doesn't mention examining behind panels, and wondered if that was significant enough, or if there should be an asbestos inspection.

Community Development Supervisor Peters responded that asbestos is part of the inspection, adding that when they are doing an inspection they can't do any significant type of work without the building owner's permission, as there could be another purchaser or someone else interested in property. He went on to say that the report would examine all existing systems, the building construction, A/C systems, piping, and roof, look for things like asbestos, the type of construction, and options to add on independently or to extend the upper floor of the building out to the full length of the lower level. He noted that this was pretty common, and no different than looking at an existing single family home up for sale as far as doing due diligence to evaluate all the different systems and portions to see whether it's worth pursuing for municipal service.

Council Member Bell observed that under phase three it says if a phase one environmental review is required, and inquired if this study would determine if they need that, as he feels they would want one.

Community Development Supervisor Peters replied that phase three is regarding asbestos, and that if the property owners have done an asbestos survey they could provide that documentation to the City.

**Council Member Tierney moved, and Council Member Matson seconded, to approve the 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. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Tierney – yes;**

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

O. Ordinances

1. Ordinance Amending the 2019 Budget for Miscellaneous Adjustments

Clerk/Treasurer Novobielski addressed O – 1. He reminded Council that at the last Council Meeting her shared some good news regarding the cash and investment carryovers from 2018 to 2019, and went on to say that this budget amendment updates the current budget to put those dollars into the budget so that the financials would properly reflect beginning balances for 2019 and projected ending amounts.

Council Member Bell inquired as to what procedure he used to determine amounts for different funds.

Clerk/Treasurer Novobielski replied that they are required to separately account for monies by fund, giving an example of how revenue would be identified as to its purpose to be allocated to the correct fund. He added that, as he had explained at the last meeting, there were some items not anticipated prior to year-end, so when they formulated 2019 budget they went with what was estimated at that time. He stated that he isn't permitted to use discretion and simply move money between funds.

Council Member Bell asked if the amounts included additional sales tax revenue.

Clerk/Treasurer Novobielski answered that the final budget adjustment in December had a slight adjustment up for the increase in sales tax to the General Fund and that any that was received in excess by year end was a favorable impact on the ending fund balance and helped influence the need for an adjustment.

**Council Member Tierney moved, and Council Member Wickenhagen seconded, to approve the Ordinance Amending the 2019 Budget for Miscellaneous Adjustments. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes. By voice vote approval was unanimous.**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes spoke briefly about the Citizens Academy, reminding Council that they could come down any Monday night to sit in on a meeting. He said that the previous night they had the Army EOD come in, and next week is Deputy Police Chief Steen would be talking about the shooting on Rushmore Road.

Council Member Tierney inquired as to the meeting times.

Police Chief Hayes replied that they are six pm to eight or eight-thirty pm.

Council Member Underwood remarked that traffic was backed up the hill on Speyers both ways last Thursday night and wondered if he knew of anything that would have caused it.

Police Chief Hayes responded that he would have to look and see, but couldn't think of anything.

Fire Chief Hanna remarked that SIS had an event getting out about that time. He said that they had money slide over on Fund 150 Fire Reserves, mostly because they weren't able to acquire a block tender, and that there would be a budget adjustment for that in the future. He commented that the first tender would be picked up from Kelso on Thursday and brought back for finishing and training before it's put into service. He thanked Public Works for their assistance in helping clear ice and snow from the roof at the main station to help them find a leak.

Council Member Tierney asked if the station being remodeled has equipment stored in it.

Fire Chief Hanna replied that the equipment is out of the building and currently stored at the Training Center thanks to some friends there who helped them by letting them store equipment there and providing volunteers passes to get off and on to access the equipment.

Council Member Matson inquired about the progress of the station.

Fire Chief Hanna answered that they were doing good, and still on scheduled although the weather had slowed things down a bit.

Community Development Supervisor Peters reminded Council that they would be receiving the information for the Lince school project next week, encouraging them to read the packet so they could make a good decision on that. He said that they have permits in place for the remodel of the Save-On Foods building for both Tractor supply and Grocery Outlet, with the project starting the following week and a projected finish date o early May. He noted that they are talking about bringing the subarea plan back for a future study session, and also have more code compliance items.

Public Works Director Henne remarked that a lot of their effort has been plowing snow. He said that there would be a public outreach meeting in Council Chamber next Tuesday to discuss sewer connection fees, which has been published in the paper and posted on the City's website and Facebook page, and that Wednesday night there would be a second public outreach meeting regarding the grind and overlay on North First Street, to go over the project and the scope of the work, and how it could potentially affect travelers.

Council Member Wickenhagen asked what time the meetings would be.

Public Works Director Henne responded that they would both start at 5:30pm.

Mayor Raymond asked if they would be in Council Chambers.

Public Works Director Henne responded in the affirmative.



Community Development Supervisor Peters noted that the first meeting would be hosted during a Planning Commission meeting.

Council Member Tierney commended the Public Works department for doing a good job getting snow off the secondary streets, adding that whatever they used for snow melt took the compact snow and ice off in half a day.

Public Works Director Henne responded that they haven't used deicer too much lately, mainly just salt, and that they took receipt of another thirty ton delivery of salt the day before. He thanked the Council Member, saying that the crew worked hard and put in some time maintaining the roads.

Clerk/Treasurer Novobielski provided Council with a sales tax revenue comparison, briefly reviewing the numbers, and said that he would be contacting the Finance Committee to review the December 2018 financial results.

Recreation Manager Morales had no report.

City Attorney Noe had no report.

## 2. Council Members

Council Member Wickenhagen said that he failed to mention at the last meeting that he attended the State Auditor's final review, which went very well, and that Clerk/Treasurer Novobielski did a great job.

Council Member Matson said that they had a Volunteer Park meeting last week and decided that the Centennial tree would be a blue spruce. They also made a decision on disc golf and have two different shelters to decide upon depending on their budget. She commented that she attended the YVCOG meeting last week, which was part of a three part series, and that she was looking forward to the next one in Selah. She remarked that she attended the Selah School District board meeting, which had a good presentation she enjoyed, and that she has also been enjoying the Citizens Academy.

Council Member Burke thanked his fellow Council Members for giving him the opportunity, saying that he looks forward to looking out for community interests on the Council.

Council Member Tierney spoke briefly about the LTAC meeting held the day before, saying that they viewed proposals for Selah Community Days and would be bringing forward an AIS seeking authorization from Council for an expenditure of funds. He explained the increase from the previous year's request, due to relocation to Carlon Park due to construction of the pool and at Lince School.

Council Member Bell gave an update regarding the pool, saying that the contractor has continued to work although the weather is affecting things. He said that they would be spraying the concrete on to build the walls starting that tomorrow, and plan to be finished by Saturday.

City Administrator Wayman wondered if it wasn't sensitive to temperature.

Council Member Bell replied that it is but the tented areas are being heated to maintain temperatures above freezing. He added that it only needs to cure twenty-four hours to be secure from cracking, and that even with the weather delays the contractor anticipates being back on schedule by April 1 with completion by the end of May.

Council Member Underwood remarked that SPRSA is a really interesting meeting, and she was happy to be a part of it and make a difference.

### 3. City Administrator

City Administrator Wayman welcomed Council Member Burke, saying that he looked forward to working with him. He said that Council Member Bell has communicated to him that they would probably need a larger footprint for staging on the pool construction project, and that he would be walking the perimeter with some Public Works folks later that week to determine what the best spot would be. He noted that the reason is because the Lince side would be unavailable after April 15 due to the school project. He commented that Public Works Director Henne and Recreation Manager Morales were working on a Resolution for Volunteer Park, and they have determined that the amount of approximately sixty thousand dollars would be sourced from Fund 301. He lastly addressed code compliance issues, saying that they are reminding commercial businesses and some residents that they can't move snow from their properties into or across public right of way.

Council Member Tierney commented that they have a snow angel in his neighborhood who has on three occasions now gone clear around the block on the sidewalks for their neighborhood all on his own.

City Administrator Wayman commented that the vast majority of folks in Selah are doing a great job keeping their sidewalks clear, and that Parks Lead Glaspie was using the Kubota on other sidewalks.

### 4. Boards

#### a. Planning Commission Minutes – January 15, 2019

### 5. Mayor

Mayor Raymond spoke briefly about the Meals on Wheels program, recommending that Council Members volunteer to help out.

City Administrator Wayman commented that they have a pretty good-sized leak at the Civic Center going down to where the hot water heater is on the interior, but they are hesitant to get any significant work done due to dangerous roof conditions, so are holding off until a good melt and safer conditions.

Council Member Tierney asked if they had done any roof raking.

Public Works Director Henne responded that they did some work at the Civic Center on the north roof, and straightened out the parking bumpers.

City Administrator Wayman added that they moved a lot of snow on the north parking side.

Council Member Tierney wondered if they had raked any snow off the roof itself to facilitate preventing the leak.

Public Works Director Henne replied that they broke off ice on the north part of the roof, adding that Public Works Utility Supervisor Jones went up to see what was going on and moved some snow around. He added that the south side has melted down roughly seventy percent and that taking ice off the north roof would help the rest slide off.

P. Executive Session                      **None**

Q. Adjournment

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

The meeting adjourned at 6:27pm.

\_\_\_\_\_  
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

\_\_\_\_\_  
Jeremy Burke, Council Member

ATTEST:

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



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



| Council Meeting | Action Item |
|-----------------|-------------|
| 3/12/2019       | 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 |
| 3/12/2019       | L – 1       |

**Title:** Closed Record Public Hearing to consider the City of Selah Planning Commission's Recommendation regarding a Class 3 Use Application for the construction of a new elementary school, increase the maximum lot coverage of the site from 35% to 38%, and provide environmental review of the proposal in its entirety.

**From:** Jeff Peters, Community Development Supervisor

**Action Requested:** Public Hearing - Closed Record

**Staff Recommendation:**

In accordance with SMC 21.09.040, planning staff recommends that the City Council hold the required public hearing, take public testimony, affirm, reject, modify, or remand the Commission's recommendation, and adopt the Commission's findings as its own by way of the below recommended motion.

**Board/Commission Recommendation:** Approval

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Background / Findings & Facts:** The Planning Commission concluded its open record public hearing on February 19, 2019, recommending approval of the Class (3) Use Application for the construction of a new elementary school subject to conditions, and findings that the new facility is in the public's interest and is compatible with surrounding land uses.



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



**Recommended Motion:** I move that the City of Selah Council accept the Planning Commission's recommendation of approval for the Class 3 Use Development Application for the construction of a new elementary school at 316 W. Naches Ave., Selah WA, and separately consider the accompanying resolution.

**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:

2/19/2019

Action Taken:

Planning Commission Open Record Public Hearing & Recommendation.



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



Council Meeting      Action Item  
3/11/2019              M – 1a

**Title:** Funding Increase for Improvements in Volunteer Park

**From:** Treesa Morales, Recreation Manager

**Action Requested:** Approval

**Staff Recommendation:** Increase funding for improvements at Volunteer Park

**Board/Commission Recommendation:** Not Applicable

**Fiscal Impact:** \$60,000.00

**Funding Source:** Fund 301

**Background / Findings & Facts:** Staff is requesting additional finding for the purpose of 2019 improvements at Volunteer Park. To include a gazebo, a disc golf course, a centennial tree, various other trees and landscaping, tables, benches, bike racks, title signs for the playground and walking path, and a park name sign at the entrance. The items listed for installation are those in the 2015 application to the Washington State Recreation and Conservation Office for the Washington Wildlife Recreation Program Grant used to partially fund Volunteer Park. Completing them would fulfill the requirements as outlined in the original grant. Further, on July 10, 2018, the council approved a resolution naming the playground as Mitchell Hatfield Playground and the surrounding walking path as Evan Mettie Trail. Approval of the funds would allow signage to be produced and posted at these locations.

**Recommended Motion:** Move to approve additional funding in the amount of \$60,000 for improvements at Volunteer Park.



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



|                 |             |
|-----------------|-------------|
| Council Meeting | Action Item |
| 3/12/2019       | N – 1       |

**Title:** Resolution Approving a Class 3 Use Application for the construction of a new elementary school, increase the maximum lot coverage of the site from 35% to 38%, and provide environmental review of the proposal in its entirety

**From:** Jeff Peters, Community Development Supervisor

**Action Requested:** Approval

**Staff Recommendation:**

Adopt the Resolution approving the Planning Commission's Findings of Fact, Conclusions, and Recommendation, and Approving the Lince Elementary School Class 3 Use Development Application (Files: CL3#2018-001 & ADJ#2018-006).

**Board/Commission Recommendation:** Approval

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Background / Findings & Facts:** The Planning Commission concluded its open record public hearing on February 19, 2019, recommending approval of the Class (3) Use for the construction of the new elementary school subject to conditions, and finding that the new facility is in the public's interest and is compatible with surrounding land uses.





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



**Recommended Motion:** I move that the Selah City Council pass the Resolution accepting the Planning Commission's Findings and Conclusions and Recommendation, and approving the Class 3 Use Development Application for the construction of a new elementary school.

**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:

2/19/2019

Action Taken:

Planning Commission Open Record Public Hearing & Recommendation.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING A CLASS 3 REVIEW TO CONSTRUCT A NEW ELEMENTARY SCHOOL AT 316 W. NACHES AVE., SELAH WA (LINCE ELEMENTARY) FOR THE SELAH SCHOOL DISTRICT (CL3#2018-001 & ADJ#2018-006).**

WHEREAS, on March 12, 2019, the City of Selah City Council considered the Class 3 Review and Administrative Adjustment applications presented by NAC Architecture on behalf of the Selah School District #119 to construct a new elementary school, increase the maximum lot coverage of the site from 35% to 38%, and provide environmental review of the proposal in its entirety.

WHEREAS, the Planning Commission recommended approval of the application with conditions on February 19, 2019; and,

WHEREAS, the City of Selah Council has considered the application, the Planning Commission's findings of fact, conclusions, and recommendation and the City staff report dated February 19, 2019, and the Council is satisfied that the matter has been sufficiently considered; and,

WHEREAS, the City Council adopts the Findings and Conclusions from the Planning Commission's Recommendation; and,

WHEREAS, the City Council considered the elements of public use and interest to be served by the proposed Class 3 use and Administrative Adjustment, and

WHEREAS, the City Council considered the elements of public health, safety, and general welfare pertaining to the proposed Class 3 Use and Administrative Adjustment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the City of Selah's Class 3 Use Review and Administrative Adjustment Applications CL3#2018-001 & ADJ#2018-006 requesting to construct a new elementary school, increase the maximum lot coverage of the site from 35% to 38% with the R-1 zoning district is APPROVED with the eleven (11) specific conditions recommended by the Planning Commission, set forth below and incorporated herein by this reference.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 12<sup>th</sup> day of March 2019.

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

ATTEST:

---

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

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Robert Noe, City Attorney

**CONDITIONS OF APPROVAL**

1. The applicant shall comply with all mitigation specified within City of Selah SEPA MDNS #2018-001, issued January 15, 2019 and CAO-2019-001 issued February 12, 2019.
2. Location of any future refuse dumpsters located on the subject property shall have enclosure installed in accordance with SMC 10.08.170.
3. Parking lot improvements shall be made in substantial conformance to the site plan and shall include the following features identified in the application and site plan:
  - a. Reconfiguration of access to through the existing lot substantially as shown on the site plan;
  - b. Stormwater management improvements; and
  - c. Illumination to the specifications described in the application;
4. Parking lot construction shall conform to Zoning Ordinance parking requirements and standards including grading and drainage as described by the application, timber or concrete barriers to provide physical separation of the parking lot from the streets, lighting installed to reflect away from adjoining areas, depth of pavement and other construction standards.
5. Accessible parking spaces shall be provided as required by the International Building Code and as shown on the site plan.
6. The school district shall pave/hard surface (BST) the gravel alley behind the school and parking area in accordance with SMC 10.34.070 or discontinue access/use of these areas.

7. A dust control plan shall be prepared and implemented during construction as required by the Yakima Regional Clean Air Agency.
8. Prior to issuance of a building permit, plan review, permits, and inspections are required pursuant to the 2015 International Building Code.
9. Prior to construction, the applicant shall submit civil engineering plans for review and approval to the City of Selah Public Works Director for any and all termination, relocation, or installation of public sewer or water lines, and construction of public improvements.
10. In accordance with SMC 9.23.030 and the Eastern Washington Stormwater Management Manual, the applicant shall submit stormwater plans for review and approval to the City of Selah Public Works Director prior to building permit issuance.
11. The project shall be completed within one year of the final decision. An extension may be requested as authorized by the zoning ordinance, but must be in writing and made prior to the completion date.



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



Council Meeting      Action Item

3/11/2019

N – 2

**Title:** Resolution Authorizing the Mayor to sign a contract with Yakima Valley Sports Tourism

**From:** Treesa Morales, Recreation Manager

**Action Requested:** Approval

**Staff Recommendation:**

Parks and Recreation Staff is requesting City Council approval for the contract between Yakima Valley Sports Tourism and the City of Selah.

**Board/Commission Recommendation:** Approval

**Fiscal Impact:** \$3,000.00

**Funding Source:** Fund 121-000-057-557-30-49-02

**Background / Findings & Facts:** This contract is for one-year with the Yakima Valley Sports Tourism. This contract allows the City to reserve one spot on the Yakima Valley Sports Commission Committee, includes Carlon Park, Wood Field, McGonagle Park, and Carlon Skate Park in the Yakima Valley Sports Commission Facilities Guide, and prepares a bid for the WIAA 2A State Softball Championships held at Carlon Park. The Parks and Recreation Department has established a mutually beneficial relationship with Yakima Valley Sports Tourism in which sports tourism has helped with many different facets of the sports tournaments we hold in Selah each year. Provides an extension of the City of Selah Parks, Recreation and Tourism division throughout the Yakima Valley through promotional materials, consistent advertising in print and digital media, and fulfillment of the LTAC goals of increasing tourism revenue in the City of Selah.



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



**Recommended Motion:** Move to approve resolution authorizing the Mayor to Sign a contract with Yakima Valley Sports Tourism

**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)**

| <b>Date:</b> | <b>Action Taken:</b>  |
|--------------|---|
| 12/3/2018    | Presented request for membership renewal at LTAC meeting.           |
| 12/3/2018    | Approval was given for membership renewal by LTAC Committee Members |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH  
YAKIMA VALLEY SPORTS TOURISM**

WHEREAS, The City of Selah referred to as the “City” and Yakima Valley Sports Tourism wish to enter into a contract; and

WHEREAS, the City believes it to be beneficial to contract with Yakima Valley Sports Tourism to assist with sporting events within Selah at Carlon Park and other facilities; and

WHEREAS, the City and Yakima Valley Sports Tourism work together to prepare bids for WIAA state tournaments held within the City; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to sign a contract with Yakima Valley Sports Tourism for the calendar year 2019.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH,  
WASHINGTON this 12<sup>th</sup> day of March, 2019.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Noe, City Attorney



# CITY OF SELAH 2019 TOURISM FUND CONTRACT - Sports

**Contract Term: 1 year at \$3,000**

**Contracted Use of Funding:**

**\$3,000 – Sports Tourism Partnership**

- Reserve one (1) spot on the Yakima Valley Sports Commission Committee for a representative designated by the City of Selah.
- Provide Selah Tourism and Selah Parks and Rec with Yakima Valley sporting schedules.
- Include Carlon Park, Wood Field, McGonagle Park, Carlon Skate Park and other desired facilities in the Yakima Valley Sports Commission Facilities Guide and on [www.yakimasports.org](http://www.yakimasports.org) as well as the Sports Commission Facilities Map.
- Serve on Selah sporting event committees as mutually agreed upon.
- Attend Selah meetings as mutually agreed upon.
- Working on securing future years of the WIAA 2A State Softball Championships held at Carlon Park.
- Securing complimentary officials' rooms for WIAA and WASA State and Regional Softball Tournaments held at Carlon Park. Help service these events as needed.

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

YAKIMA VALLEY VISITORS AND  
CONVENTION BUREAU, doing business  
as YAKIMA VALLEY TOURISM

CITY OF SELAH

\_\_\_\_\_  
**John A. Cooper, President & CEO**

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





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



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

**Title:** Resolution declaring Fire Department Property as Surplus and Authorizing Its Disposal

**From:** Gary Hanna, Fire Chief

**Action Requested:** Approval

**Staff Recommendation:**

Approval

**Board/Commission Recommendation:** Not Applicable

**Fiscal Impact:** None

**Funding Source:** Not Applicable

**Background / Findings & Facts:** The 2008 Expedition and the 1989 Chevrolet have no further purpose for the Selah Fire Department, but may have usable years in public or private sector.

**Recommended Motion:** Move to approve resolution declaring one 2008 Ford Expedition and one 1989 Chevrolet K2 Pick-up as surplus.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DECLARING FIRE DEPARTMENT PROPERTY AS SURPLUS AND  
AUTHORIZING ITS DISPOSAL

WHEREAS, the Selah Fire Department has re-evaluated potential uses for equipment owned by the Fire Department; and,

WHEREAS, the equipment identified as follows;

2008 Ford Expedition, vehicle identification number 1FMFU16518LA76601 and 1989 Chevrolet K2 Pick-up, vehicle identification number 1GCGK24K3KE135978

Appears to have no further purposes for the Selah Fire Department, but equipment may have usable years in public or private sector;

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 12<sup>th</sup> day of March, 2019.

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

ATTEST:

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

APPROVED AS TO FORM

\_\_\_\_\_  
Robert Noe, City Attorney



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



|                 |             |
|-----------------|-------------|
| Council Meeting | Action Item |
| 3/12/2019       | N – 4       |

**Title:** Resolution Declaring March 1 Ernest E. Buckley Day in Remembrance Of and Honoring the City of Selah's First Town Marshal who Lost His Life in the Line of Duty.

**From:** Richard Hayes, Chief of Police

**Action Requested:** Approval

**Staff Recommendation:**

I would request that the council pass the resolution

**Board/Commission Recommendation:** Not Applicable

**Fiscal Impact:** None

**Funding Source:** N/A

**Background / Findings & Facts:** See attached resolution

**Recommended Motion:** I Move to approve the resolution Declaring March 1 Ernest E. Buckley Day In remembrance of and honoring the City of Selah's first Town Marshal who lost his life in the line of duty.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DECLARING MARCH 1 EARNEST E. BUCKLEY DAY IN  
REMEMBRANCE OF AND HONORING THE CITY OF SELAH'S FIRST  
TOWN MARSHAL WHO LOST HIS LIFE IN THE LINE OF DUTY

**WHEREAS**, Ernest (Ernie) E. Buckley was the first official Town Marshal for the Town of Selah and the only Selah police officer to ever be killed in the line of duty;

**WHEREAS**, Earnest Buckley originally lived in the city of Spokane before moving to the Wenas area in 1904. After three years of living in the Wenas, he then moved into Selah;

**WHEREAS**, before becoming the Marshal for Selah Earnest Buckley worked as a guard at a convict labor camp and rock crusher in the Selah gap. While working there, he was responsible for apprehending several escaping convicts;

**WHEREAS**, in 1915 he was hired by the people of Selah to become the first Town Marshal, unfortunately, he only worked for eight months as Marshal before the night he was shot;

**WHEREAS**, Earnest Buckley was doing his nightly rounds through the town when he spotted suspicious activity near a bank, formerly located at the corner of Wenas Road and Main Street (now Naches Avenue). After confronting the attempted bank robbers, he was shot three times (once in the leg and twice in the abdomen). The time was 1:30 a.m. on February 29, 1916.

**WHEREAS**, Earnest Buckley was taken to St. Elizabeth's Hospital in Yakima where surgeons attempted to save him. After 27 hours of surgery he passed away on March 1, 1916;

**WHEREAS**, Earnest Buckley's killers were never apprehended.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON** that the Selah City Council declares March 1 of each year Earnest E. Buckley day in the City of Selah in remembrance of and honoring Earnest E. Buckley for his service to Selah and for the sacrifice he made on behalf of Selah and its residents.

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

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Robert F. Noe, City Attorney





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



Council Meeting

Informational Item

3/12/2019

Q – 4a

**Title:** Lodging Tax Advisory Committee Minutes – December 3, 2018

**From:** Monica Lake, Executive Assistant

**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:** Informational only

City of Selah  
Lodging Tax Advisory Committee Meeting  
Monday, December 3, 2018  
Selah City Council Chambers

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A. CALL TO ORDER

Chairman John Tierney called the meeting to order at 11:04am.

B. ROLL CALL

Members Present: John Tierney; Shelly Monson; Tina Garner

Members Absent: Bill Harris; Jean Brown

Staff Present: Tresa Morales, Recreation Manager; Monica Lake, Executive Assistant

C. APPROVAL OF MINUTES

1. Minutes from Board Meeting October 1, 2018

Board Member Monson moved, and Board Member Garner seconded, to approve the October 1, 2018 Minutes. By voice vote, approval was unanimous.

D. COMMUNICATIONS

1. Yakima Valley Tourism contracts

Recreation Manager Morales handed out copies of the two contracts and offered her recommendation regarding the amounts listed and the reality of what they would get out of each line item.

**Board Member Brown joined the meeting.**

Discussion followed on having the Sports Commission contract to be separate from the rest, contributing seven hundred and fifty dollars of the fifteen hundred dollars for a two page spread in the 2019 travel guide, the amount requested for a map versus providing funds for additional copies of the Selah Downtown Association's map of Selah, and the benefits of the Sports Commission partnership.

**Board Member Garner moved, and Board Member Monson seconded, to approve the three thousand dollars for the Sports Tourism contract. By voice vote, approval was unanimous.**

**Board Member Brown moved, and Board Member Monson seconded, that item 1A of the proposed contract be split between the City and the Selah Downtown Association, with the City paying seven hundred fifty dollars, or half, of the total amount. By voice vote, approval was unanimous.**

**Board Member Garner moved, and Board Member Brown seconded, to eliminate items 1B, 1C, and 1D from funding by LTAC. By voice vote, approval was unanimous.**

E. GENERAL BUSINESS

1. Continued discussion of 2019 events / Update on City-wide events

Recreation Manager Morales said that 2019 is the centennial for Selah, with an event scheduled April 3 to commemorate the occasion, although she doesn't anticipate an LTAC funding request for that. She talked briefly about the other events that would have applications coming to LTAC, which include Community Days, the car show, the 4<sup>th</sup> of July event, and the base race, which they hope to make more self-sustaining. She added that there has been interest in a fall wine or wine and beer festival as a new event to be held at Carlon Park.

Discussion included the car show event being included on Cruisin' magazine's calendar, where to find space for it as it continues to grow, and the Selah Chamber of Commerce's desire to be involved in a beer and wine festival.

E. BOARD MEMBER REPORTS

Clerk/Treasurer Novobielski presented the sales tax report along with an explanation of the information provided to the Board.

Recreation Manager Morales had no report.

Board Member Monson had no report.

Board Member Garner had no report.

Board Member Brown had no report.

Chairman Tierney had no report.

Recreation Manager Morales asked when the Board would like to have their next meeting, as she currently has meetings every Monday for the progress of the pool through the build process.

A consensus of the Board was to move the time to 10am, with the next meeting to be held January 28.

F. ADJOURNMENT

**Board Member Brown moved, and Board Member Monson seconded, to adjourn the meeting. By voice vote approval was unanimous.**

The meeting was adjourned at 11:56am.





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



Council Meeting

Informational Item

3/12/2019

Q – 4b

**Title:** Planning Commission Minutes from February 19, 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  
February 19, 2019

A. Call to Order

Chairman Smith calls the meeting to order at 5:27 pm.

B. Roll Call

Members Present: Chairman Smith: Commissioners: Morehead and Torkelson  
Members Absent: Huber and Goodall  
Staff Present: Jeff Peters, City Planner, Brandy Tucker, Minutes Secretary  
Guest: Shane Backlund and Brent Harding

C. Agenda Changes : None

D. Communications

1. Oral - None

2. Written - None

E. Approval of Minutes

1. ***Approval of minutes from January 15, 2019***

Commissioner Torkelson motions to approve the minutes.

Commissioner Moorehead seconds.

Minutes are approved with a voice vote of 3-0.

F. Public Hearings

1. Old Business - 2019 Selah Urban Area Comprehensive Plan Amendment Process

Chairman Smith states that no comments or applications were received. Notice is hereby given that the process is now closed.

Chairman Smith Opens Public Hearing for Class 3 review, Administrative Adjustment & SEPA for

the Lince Elementary School Expansion. Turns meeting over to Jeff Peter.

Mr. Peters reads verbatim from staff report and finding and conclusions (see attached).

Chairman Smith motions to approve the staff findings and report for the Class 3 Review, Administrative Adjustment of Lot Coverage, Critical Area Review, and State Environmental Checklist applications.

Commissioner Torkelson and Moorehead second.

Motion is approved 3-0.

2. New Business - Sewer rate study session set for March 5<sup>th</sup>

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 6:21 p.m. with a voice vote of 3-0.

  
Vice Chairman Smith Torkelson