



SELAH CITY COUNCIL

5:30pm February 25, 2020



Selah City Council
 Regular Meeting
 Tuesday, February 25, 2020
 5:30pm
 City Council Chambers

Mayor:
 Mayor Pro Tem:
 Council Members:

Sherry Raymond
 Roger Bell
 Russell Carlson
 Jacquie Matson
 Kevin Wickenhagen
 Jeremy Burke
 Clifford Peterson
 Christopher Lantz

CITY OF SELAH
 115 West Naches Avenue
 Selah, Washington 98942

City Administrator: Donald Wayman
 City Attorney: Rob Case
 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

REMOVE:

M – 1a: General Business: Land Use Proposal

AMEND:

R-1: Executive Session to 30 Minute Session – Potential Litigation RCW 42.30.110(1)(i) and Real Estate RCW 42.30.110(1)(c)

- 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 **None**
- 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 11, 2020 Council Meeting
- Dale N. * 2. Approval of Claims & Payroll

L. Public Hearings **None**

M. General Business

1. New Business

~~Bill Harris~~ a. ~~Land Purchase Proposal~~ **REMOVED**

2. Old Business **None**

N. Resolutions **None**

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

2. Council Members

3. City Administrator

4. Boards

Brandy Tucker a. Planning Commission Minutes for January 7, 2020

5. Mayor

R. Executive Session

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

S. Adjournment

Next Regular Meeting: March 10, 2020

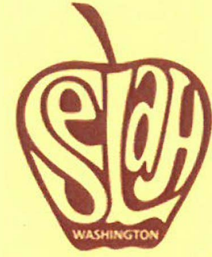
Each item on the Council Agenda is covered by an
Agenda Item Sheet (AIS)

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 Action Item
2/25/2020 K - 1

Title: Approval of Minutes: February 11, 2020 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 11, 2020

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; Roger Bell; Russell Carlson;
Clifford Peterson; Christopher Lantz

Members Absent: Jeremy Burke

Staff Present: Rob Case, City Attorney; Dale Novobielski, Clerk/Treasurer; Rick Hayes,
Police Chief; Joe Henne, Public Works Director; Ty Jones, Public Works
Utility Supervisor; Jeff Peters, Community Development Supervisor;
Andrew Potter, Human Resources Manager; Monica Lake, Executive
Assistant

C. Councilmember Absence - Motion to Excuse

Council Member Bell moved, and Council Member Wickenhagen seconded, to excuse Council Member Burke. By voice vote, approval was unanimous.

D. Pledge of Allegiance

Council Member Peterson led the Pledge of Allegiance.

E. Invocation

Pastor Katie Hutchinson gave the prayer.

F. Agenda Changes

Change:

Executive Session R - 2: 30 Minute Session - Potential Litigation RCW 42.30.110(1)(i)
and Real Estate RCW 42.30.1 IO(1)(c)

G. Public Appearances/Introductions/Presentations

1. Melissa Gorham, H&R Block - Partnering with the Selah Park & Recreation Service Area Board on the Selah Aquatic Center

Melissa Gorham approached the podium and addressed Council. She thanked Council for the opportunity to speak, then gave a brief explanation of the nonprofit referral program that H&R Block

has for 501 c3, 501 c4,501 c6, and 501c23 organizations, which allows them to receive twenty dollars for each new client referred to H&R Block when the client pays for their tax return. She said that they have partnered with the Selah Park Foundation to fund the Selah pool, which she felt could make such a difference to children and students. She offered flyers to Council regarding the program, adding that they handed them out at the pool auction and have mentions in the both the Selah Chamber and Selah Downtown Association newsletters.

Mayor Raymond thanked her and accepted the flyers to pass out.

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

I. Communications

I. Oral

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

2. Written **None**

J. Proclamations/Announcements **None**

K. Consent Agenda

Council Member Peterson noted some Scribner errors in the minutes of the last meeting that he had passed along to Executive Assistant Lake for correction.

Executive Assistant Lake read the Amended Consent Agenda.

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

- * 1. Approval of Minutes: January 28, 2020 Study Session & Council Meeting
- * 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83352 - 83387 for a total of \$324,313.94
Claim Checks Nos. 74377 - 74448 for a total of \$224,743.67

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

L. Public Hearings

1. "McLain Annexation" Public Hearing and Annexation Findings

Community Development Supervisor Peters addressed L- 1. He said that this was a public hearing regarding the McLain Annexation, and that Council considered the notice of intent to commence annexation petition at the previous Council Meeting. He read aloud the estimated geographic boundary of the proposed annexation, which is approximately three acres in size and zoned B-2, and outlined the

requirements for annexation. He went on to say that the petition represents one hundred percent of the value of the annexation area, and that he recommends holding a public hearing on the annexation.

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

Council Member Carlson moved, and Council Member Peterson seconded, to Accept the Signed Petitions for the McLain Annexation, Approve the Annexation as identified in Exhibit "A", and Direct Staff to Submit the Required Annexation Application to the Yakima County Review Board. Roll was called: Council Member Wickenhagen - yes; Council Member Matson - yes; Council Member Peterson - yes; Council Member Bell - yes; Council Member Lantz - yes; Council Member Carlson - yes. By voice vote, approval was unanimous.

General Business

1. New Business

- a. Authorization for purchase of five (5) Panasonic Toughbook 55 laptop computers, five (5) Gamber-Johnson docking stations and one (1) Havis mounting kit, each and all for usage inside Police vehicles

Police Chief Hayes addressed M - 1a. He said that he was asking for authorization to purchase five laptops and docking stations, and one mounting kit, explaining the need was based on outdated equipment that couldn't be upgraded to Windows 10, which they needed to run the database and call system for each officer.

Mayor Raymond inquired if these were laptops for their vehicles.

Police Chief Hayes responded in the affirmative.

Council Member Bell asked if this required a competitive bid.

Police Chief Hayes replied in the negative, saying that it was a State bid on laptops and therefore didn't require competitive bids.

Council Member Matson moved, and Council Member Carlson seconded, to Approve Authorization for Purchase of five (5) Panasonic Toughbook 55 laptop computers, five (5) Gamber-Johnson docking stations and one (1) Havis mounting kit, each and all for usage inside Police vehicles. By voice vote, approval was unanimous.

2. Old Business None

N. Resolutions

1. Resolution authorizing the Mayor to sign a Construction Contract between the City of Selah and Scout Lake Construction, Inc., engaging Scout Lake Construction to provide construction services for the "Well No. 6 and Zone 3 Pump Station Rebuild Project".

Public Works Director Henne addressed N - I. He said that the Well No. 6 pumphouse fire from a while back did damage to about half the trusses plus the ceiling and walls, so they had the City's consultant prepare a bid package and went out to bid on it. He went on to say that the results, as provided in their packet, ranged from one hundred thirty thousand to two hundred seventy thousand, with an engineer's estimate of two hundred eleven thousand, and that he was requesting Council approve and award the contract for repairs to Scout Lake Construction.

Council Member Carlson remarked that when it initially happened they had talked about self-insuring, which had obviously changed. He asked what had changed and why they chose to go forward with the bidding process.

Public Works Director Henne responded that he didn't remember talking about self-insuring.

Council Member Carlson commented that they offered not to submit it as a claim originally.

Public Works Director Henne replied that they received a couple quotes, one for fifty to sixty thousand if the City paid itself and another for one hundred twenty thousand if they went out to bid, and then they filed a claim with the insurance company.

Council Member Carlson opined that when it initially happened they opted not to submit to insurance.

Public Works Director Henne responded that they put the insurance company on notice that it had happened and that we were going to proceed.

Council Member Carlson said that they hadn't decided but had considered paying themselves.

Public Works Director Henne inquired why they would pay out of pocket.

Council Member Carlson felt that was what they were discussing in 2018.

Public Works Director Henne remarked that the City Administrator may have been concerned that a second claim in that amount might spike their rates.

Council Member Wickenhagen moved, and Council Member Carlson seconded, to Approve the Resolution authorizing the Mayor to sign a Construction Contract between the City of Selah and Scout Lake Construction, Inc., engaging Scout Lake Construction to provide construction services for the "Well No. 6 and Zone 3 Pump Station Rebuild Project".

City Attorney Case stated that Scout Lake Construction was a client of his and his firm, and that none of them had any involvement with that bid. He went on to say that, if approved and he needs to draft a contract then he would do so on behalf of the City, adding that there was a potentiality of conflict of interest as he had mentioned previously might happen.

Roll was called: Council Member Wickenhagen - yes; Council Member Matson - yes; Council Member Peterson - yes; Council Member Bell - yes; Council Member Lantz - yes; Council Member Carlson - yes. By voice vote, approval was unanimous.

0. Ordinances

1. Ordinance Amending the 2020 Budget for West Goodlander Road Improvements

Clerk/Treasurer Novobielski addressed O - 1. He said that this was a budget adjustment for the West Goodlander Road improvements. He went on to say that at the previous meeting Council accepted two fuel tax grant distribution agreements with the Transportation Improvement Board for a project to widen and improve the roadway and complete the sidewalk on the south side, of which approximately one hundred forty-nine thousand dollars would come out of Fund 115, which was reserved for street improvements.

Council Member Bell moved, and Council Member Peterson seconded, to approve the Ordinance Amending the 2020 Budget for West Goodlander Road Improvements. Roll was called: Council Member Wickenhagen - yes; Council Member Matson - yes; Council Member Peterson - yes; Council Member Bell - yes; Council Member Lantz - yes; Council Member Carlson - yes. By voice vote, approval was unanimous.

2. Ordinance Amending the 2020 Budget for a Police Vehicle

Clerk/Treasurer Novobielski addressed O - 2. Was for a police vehicle budgeted in the 2019 budget that had been ordered but not delivered, and that this would give them the budget authority to make a payment from Fund 170. He noted that, as the money was budgeted last year, this would put it into the 2020 budget.

Council Member Peterson moved, and Council Member Matson seconded, to approve the Ordinance Amending the 2020 Budget for a Police Vehicle. Roll was called: Council Member Wickenhagen - yes; Council Member Matson - yes; Council Member Peterson - yes; Council Member Bell - yes; Council Member Lantz - yes; Council Member Carlson - yes. By voice vote, approval was unanimous.

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes said that they have had two Citizen Academy nights so far, with three Council Members in attendance as part of their full house.

Council Member Bell wanted to comment that he felt it an extremely valuable experience to attend the Citizens Academy.

Police Chief Hayes remarked that they went over two cases, one of which was also featured as a murder on a television show.

Council Member Bell commented that they have a detective force that was extremely patient and persistent to get a positive result in both cases, and that as citizens they ought to be proud of that.

Police Chief Hayes opined that if one was murdered, Sergeant Brumley would be the guy one would want investigating the crime.

Clerk/Treasurer Novobielski had no tax revenue updates but commented that he has provided the finance committee with fourth quarter highlights and proposed a meeting late some afternoon to review the report with them.

Community Development Supervisor Peters had no official report aside from a lot of different development applications coming in for review. He commented that the Planning Commission would be looking at a study session on development fees for land use applications, comparing what it costs the Planning Department and what other communities charge to get a recommendation to bring forward to Council at later date.

Public Works Director Henne said that they've been doing a lot of repairs to the effluent ditch, and have been able to increase the flow in the drain structure and fix the headwall in there. He noted that the restrooms at Wixson Park have been opened, but those at Volunteer park are still closed for the winter. He said that he and Community Development Supervisor Peters met with two consultants last week to discuss moving forward with the traffic modeling for the East Naches Avenue extension and are moving ahead with the sub area plan as far as impacts traffic-wise from extending that road to east Selah and incorporating it in the urban growth area. He expressed hope that it would improve traffic congestion and allow trucks to come in from that direction.

Council Member Matson asked if the railroad had been contacted.

Public Works Director Henne replied in the negative, saying that they would start holding some property owners and shareholders meetings once they get momentum towards either a design or an environmental review, although they have contacted local fruit processing companies. He went on to say that they looked at a two-lane roadway with ten-foot shoulders as most of it would be elevated to go over the river and they wanted to make sure that there's a place to pull into, although once they get back down they would likely try to live within the fifty-foot easement the City has with Burlington Northern Railroad.

Council Member Wickenhagen wondered if there was any damage after the flooding.

Public Works Director Henne answered in the negative, saying that they were down there several times to look at the viewing platform, but it was built soundly on good piers and has never been damaged.

City Attorney Case had no report.

2. Council Members

Council Member Carlson said that the Selah Downtown Association's grant façade program was open until the 29th, and they have three interested parties thus far. He commented that their executive director has resigned, so they will be hiring someone to fill the position, and thus far have seventeen applications for the position. He noted that the Selah Downtown Association and the Selah Chamber of Commerce would be putting on a Sip and Stroll April 17, although he had no details yet.

Council Member Lantz had no report.

Council Member Bell gave an update on the SPRSA board, saying they met with the contractor hat morning and would be moving forward with corrections to the deck and coming up with a resolution for replacement of quite a few panels that have cracked, as well as completing the insulation inside. He noted that they should have everything completed prior to the summer season.

Council Member Carlson inquired if the repairs would be coming out of SPRSA funds or would be warranty work.

Council Member Bell replied that it was under the contractor's purview, with no cost to SPRSA at this point, although they might have some negotiation in that for minor things as they move forward. He added that SPRSA would be paying an additional amount to put in a dumpster enclosure.

Council Member Peterson had no report.

Council Member Matson had no report.

Council Member Wickenhagen said that AWC put out a notice today on some bills being reviewed over in Olympia, and a couple are very overreaching with regard to local government planning. He explained that one would remove any single-family residence planning ability and the other would allow for mother-in-law apartments on single family lots without local review, and that AWC was encouraging cities, council members and mayors to contact the legislature about that, as they were majorly overstepping cities' control.

- 3. City Administrator **None**
- 4. Boards **None**
- 5. Mayor

Mayor Raymond reminded Council to do their annual F-1 filing and to notify Executive Assistant Lake when it was done. She thanked Council Member Wickenhagen for mentioning the AWC email.

R. Executive Session

- 2. 30 Minute Session - Potential Litigation RCW 42.30.110(1)(i) and Real Estate RCW 42.30.110(I)(c)

Council went into Executive Session at 6:10pm. At 6:40pm, Council went back on the record. Mayor Raymond stated that they would be extending the Executive Session for an additional 15 minutes.

Council went back into Executive Session at 6:41 pm. At 6:56pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

S. Adjournment

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

The meeting adjourned at 6:57 pm.

Sherry Raymond, Mayor

Roger Bell, Council Member

Russell Carlson, Council Member

Jacquie Matson, Council Member

Kevin Wickenhagen, Council Member

EXCUSED

Jeremy Burke, Council Member

Clifford Peterson, Council Member

Christopher Lantz, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
2/25/2020	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

Informational Item

2/25/2020

Q-4 a

Title: Planning Commission Minutes from January 7, 2020

From: Brandy Tucker - 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

City of Selah
Planning Commission Minutes
Of
January 7, 2020

A. Call to Order

Chairman Smith calls the meeting to order at 5:33 pm.

B. Roll Call

Members Present: Chairman Smith: Commissioners: Torkelson, Huber and Goodall.
Members Absent: Hennessy
Staff Present: Jeff Peters, City Planner, Brandy Tucker, Minutes Secretary
Guest:

C. Agenda Changes : None

D. Communications

1. Oral - None

2. Written - None

E. Approval of Minutes

1. ***Approval of minutes from December 3, 2019.***

Commissioner Goodall motion to approve.

Commissioner Huber seconds motion.

Minutes are approved.

F. Public Hearings

Old Business -

New Business -

Open 2020 Selah Urban Area Comprehensive Plan Amendment Process.

Chairman Smith states that notice is hereby given that applications to amend the Selah Urban Area

Comprehensive Plan will be accepted no later than 5:00PM on Friday, February 7, 2020.

Chairman Smith asks for a motion to open the Selah Urban Area Comprehensive Plan Amendment Process.

Goodall motions to open process.

Huber seconds.

Motion to open the Selah Urban Area Comprehensive Plan Amendment is approved with a voice vote of 4-0.

G. General Business

I. Old Business - None

2. New Business - Selection of Chairman and Vice Chairman Positions.

Goodall motions Lisa Smith Chairman and Carl Torkelson Vice Chairman.

Commissioner Huber seconds.

Lisa Smith accepts Chairman Position.

Carl Torkelson accepts Vice Chairman.

Selection to appoint Lisa Smith as Chairman and Carl Torkelson as Vice Chairman is approved with a voice vote of 4-0.

H. Reports/Announcements

1. Chairman -
2. Commissioners -
3. Staff - Planning/Building Department Updates

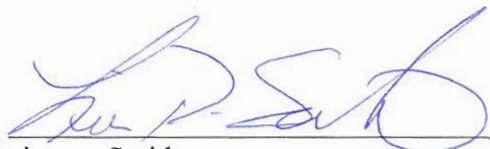
Mr. Peters notes the building department updates.

I. Adjournment

Commissioner Goodall motions to adjourn.

Commissioner Huber seconds.

Chairman Smith adjourns the meeting at 5:49 p.m. with a voice vote of 4-0.


Chairman Smith