



# SELAH CITY COUNCIL

5:30pm April 14, 2020



Selah City Council  
Regular Meeting  
Tuesday, April 14, 2020  
5:30pm  
Via Zoom

Mayor:  
Mayor Pro Tem:  
Council Members:

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

CITY OF SELAH  
115 West Naches Avenue  
Selah, Washington 98942

City Administrator:  
City Attorney:  
Clerk/Treasurer:

Donald Wayman  
Rob Case  
Dale Novobielski

## AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation – Pastor Scott Ruark, Selah Covenant Church
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations **None**
- H. Getting To Know Our Businesses **None**
- I. Communications
  - 1. Oral **None**
  - 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: March 10, 2020 Council Meeting
- Dale N. \* 2. Approval of Claims & Payroll
- L. Public Hearings **None**
- M. General Business
  - 1. New Business
    - Andrew Potter a. Promotional Requirements for Public Works Utility Workers and Incentive Pay for Commercial Drivers Licenses (CDL)
  - 2. Old Business **None**
- N. Resolutions **None**
- O. Ordinances
  - Dale N. 1. Ordinance Amending the 2020 Budget for the Conversion of Various Street Lights to LED Lights
  - Dale N. 2. Ordinance Amending the 2020 Budget for the Rebuild of the Well No. 6 and Zone 3 Pump Station

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments **None**
2. Council Members
3. City Administrator
4. Boards

Brandy Tucker a. Planning Commission Minutes – February 18, 2020

4. Mayor

R. Executive Session **None**

S. Adjournment

Next Regular Meeting: April 28, 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
4/14/2020	K – 1

**Title:** Approval of Minutes: March 10, 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  
March 10, 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; Clifford Peterson; Roger Bell;  
Christopher Lantz; Russell Carlson

Members Absent: Jeremy Burke

Staff Present: Rob Case, City Attorney; Rick Hayes, Police Chief; Gary Hanna, Fire  
Chief; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse

D. Pledge of Allegiance

Council Member led the Pledge of Allegiance.

E. Invocation

Pastor Mark Griesse gave the prayer.

F. Agenda Changes **None**

G. Public Appearances/Introductions/Presentations

1. Chris Wickenhagen, Yakima Valley Conference of Governments (YVCOG)

Chris Wickenhagen, YVCOG, approached the podium and addressed Council. She explained that her organization helps cities reduce costs by collaboration with other cities and oversees State and Federal transportation projects, noting that the last funding provided for Selah was an update to the City's Comprehensive Plan in 2017. She gave a brief history of the creation and purpose of YVCOG, then outlined some of the services they offered to the member cities, law enforcement, and fire departments. She finished by saying that her vision was to find ways to save cities money, and that if Selah was interested in sharing costs or saving money in some ways, they would love to hear from them. She passed out brochures of the services offered and thanked Council for their time.

City Administrator Wayman thanked her for their help the past couple of years.

2. Tree Top Wastewater Treatment

Chris Cary approached the podium and addressed Council. He said that his job at Tree Top is as Manager of Sustainability and Environmental and thanked Council for the opportunity to speak to them, noting that he had been to meetings a couple times last year to talk with Council as well. He remarked that they have had issues with the lagoons in the past, although the problems this year are different from before, explaining what had been done to alleviate the odors and their ongoing pursuit of a more permanent solution in the future utilizing both in house personnel and outside engineers and consultants. He commented that, due to their changes in cleaning chemicals and no biological waste, they have to add nutrients that aren't inherently available in apples, and find a balance that treats the waste but doesn't over-nitrogen the water.

City Administrator Wayman commented that he understood that they weren't spraying fields because the grass isn't growing and can't absorb the nitrogen.

Mr. Cary replied that they began spraying the day before, with two hundred gallons then and another half million today, on over three hundred acres that grows hay. He added that those spray fields are equipped with a series of monitoring wells to measure impact, and they were required to sample them once a week when spraying for compliance, with the water supply for the fields supplemented with water from Taylor Ditch. He stated that all of those operations were subject to regulatory authority, and that they expect tighter controls on their permit from the Department of Ecology (DOE). He went on to say that, while their treatment facility is outside city limits, they are also under the jurisdiction of the Yakima Regional Clean Air Authority, and that his hope was that the matter would be resolved very quickly. He noted that their commitment as a company was make the operation better than it was last year and to adjust to changes in operation by using consultants who work with national food companies to provide them with daily consulting to get the system under control, as they recognize that the City is concerned and they take responsibility for what they're doing and would do what's right to mitigate it.

City Administrator Wayman remarked that when they met last Friday, one thing they discussed was that less water use at the plant required Tree Top to rejigger their chemical equation, which combined with the weather has caused gel to form this year.

Mr. Cary responded that their operations have changed through the years; one thing that lessened their environmental impact was reducing the amount of water used in manufacturing, another was improving their cleaning regimens to provide a clean kitchen that used more chemicals with less water, which required a change in the concentrations used. He said that an unintended consequence was that it stressed the bacteria to a point where they went into a defensive mode and excreted a gel that forms on the bacteria itself, no longer allowing the bacteria to process wastewater, which was a new occurrence for them.

City Administrator Wayman commented that Tree Top was committed to not purchasing more chemicals but continuing with a natural solution to get the lagoons to a proper balance, which means the quick solution isn't the best solution.

Mr. Cary added that they were using mega bacteria from their apples as a natural source of wastewater treatment bacteria, enhanced with nutrients, and they have added treatments to the lagoons to suppress the odors they could. He went on to say that they cannot predict when there would be no odors from the facility, although he has driven around the city every day and talked with residents all over town.

Council Member Bell remarked that he occasionally hears from people that they are spraying raw sewage out there.

Mr. Cary answered that the wastewater was from apple processing, and the water sprayed on the fields has had at least one week of residence in the lagoons to remove contaminants; all spraying is clean water that's been fully treated.

Council Member Carlson felt that everyone there knew the value of Tree Top and their contributions to the community with jobs and economic surpluses. He wanted to make sure they were still in compliance with third party requirements.

Mr. Cary replied that the cleaning regiments implemented over last five years were specifically to maintain those requirements.

Council Member Carlson asked how recently they had installed new equipment.

Mr. Cary answered that it was within the last month.

Council Member Carlson inquired about SQF compliance with regard to quality control and food safety.

Mr. Cary responded that he couldn't speak to that.

Council Member Lantz remarked that a lot of people ask if it's coincidental that it happens when the river rises, and they question the age of the ponds. He wondered if spring thaw and the river rising affect the equipment they use.

Mr. Cary answered that it's all above the water table, aside from the spray fields, and that bugs are like humans in that they go dormant in the winter and need warmth for activity. He went on to say that as a consequence, if they aren't getting proper nutrition and aeration it can turn anaerobic, and when combined with the spring and winter air inversions in the valley it exacerbates things in the spring. He added that it doesn't make it more acceptable, and they should be able to operate odor-free all twelve months of the year.

Council Member Carlson expressed concern that there might be a situation where sewage would be sprayed on the fields.

Mr. Cary replied that their plant sewer systems were completely segregated, and that the wastewater was entirely from the kitchen.

## H. Getting To Know Our Businesses

### 1. Christina Williams, Farmers Insurance

Christine Williams, Farmers Insurance, approached the podium and addressed Council. She introduced herself and spoke briefly about her history in insurance, starting in Missouri in 2008 and ending with her

purchasing a business in Selah from another agent who had operated it for forty-two years. She went on to say that the last couple years have been very interesting, as she serves on the Selah Downtown Association (SDA), Selah Chamber of Commerce and Wellness House boards, along with other committees. She remarked that she specializes in business insurance and also sells health insurance, and was the recipient of an SDA façade grant in 2019.

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Keith Hurley, Executive Director of Yakima Regional Clean Air Agency, approached the podium and addressed Council. He introduced himself, saying that he was there because his office had been deluged with concerns from Selah residents, and that he came to the meeting primarily because they hadn't heard back yet from Tree Top. He said that his engineer may be able to help them out, noting that odor is by definition of State law air pollution, and that they prefer to have issues of this type solved as it sounds like Tree Top is doing.

**Council Member Bell moved, and Council Member Carlson seconded, to extend his time for two minutes.**

Mr. Hurley went on to say that all incorporated cities and towns in Yakima County, including three on the reservation, are stakeholders in their agency, with Selah having a representative on the Board of Directors in the form of Granger Mayor Jose Trevino representing smaller cities. He stated that his agency is waiting to hear back from Tree Top regarding a plan of action to address the situation.

Council Member Carlson asked if they had generally had issues with Tree Top.

Mr. Hurley responded that he had people mapping out a historical complaint pattern due to the volume of complaints received that day, noting that in 2010 they had something similar, but most years they receive two to four complaints. He added that his engineer has some background in this type of stuff, as they also deal with the ponds from dairies.

Mayor Raymond commented that it sounds like they are working on it.

Mr. Hurley remarked that he didn't bring cards with him but felt this was an opportunity to show who he was. He noted that their website is [yakimacleanair.org](http://yakimacleanair.org), and contact information is listed there.

Katrina Henkle, Executive Director of the Selah Downtown Association (SDA), approached the podium and addressed Council. She gave a brief update on SDA activities, including the Sip & Stroll on April 17, finalizing of the façade grants, opening of the beautification grants with a due date of April 6, and distribution of Easter eggs for the Easter egg hunt. She added that they are doing a coffee talk on Wednesday mornings from 8-10am and encouraged people to stop in and talk with them.

Council Member Carlson remarked that Council Member Bell has asked previously about office hours for the SDA office, and that's a change being made with time for businesses to come in and discuss



things with them. He added that the Sip & Stroll seems to be highly popular already and they are excited about the success of the event.

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

2. Written

a. Code Enforcement Report for January 2020

J. Proclamations/Announcements

1. Proclamation Proclaiming March 2020 as the 18th Annual March for Meals Month

Mayor Raymond read aloud the Proclamation Proclaiming March 2020 as the 18th Annual March for Meals Month. She noted that the following week was the week they could go in and volunteer.

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 25, 2020 Council Meeting

\* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83403 – 83424 for a total of \$310,579.18

Claim Checks Nos. 74505 – 74568 for a total of \$174,011.84

**Council Member Carlson moved, and Council Member Peterson 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 Accepting the Well No. 7 Redevelopment Project, WRDROU-1923-SelahPW-00005, as Complete and Accepted

Public Works Director Henne addressed N – 1. He briefly outlined the history of Well 7 with regard to lower pressure and pumping capacity in the artisan well, saying that they applied for and were awarded approximately one hundred eight thousand dollars from the Department of Ecology Drought Relief

Program and contracted with Snyder Well Drilling to video, bale, and clean the well. He said that they pumped with a submersible test pump a hundred feet down and pumped up to two thousand gallons a minute, which is our limit on the water rights, and are asking that Council accept the project as complete to go into the sixty-day paperwork portion, after which they can release the retainage to the contractor. He noted that this summer they would be working on a project document to install a submersible pump to a hundred feet. He requested that Council accept the project as complete as the first phase of the rehabilitation.

**Council Member Wickenhagen moved, and Council Member Matson seconded, to Approve the Resolution Accepting the Well No. 7 Redevelopment Project, WRDROU-1923-SelahPW-00005, as Complete and Accepted. 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.**

O. Ordinances

1. Ordinance Amending the 2020 Budget for Miscellaneous Adjustments

Clerk/Treasurer Novobielski addressed O – 1. He explained the three budget adjustments requested, the first for an LTAC funding of Community Days in the amount of eleven thousand dollars, the second for Police Department upgrades of five new laptops with a cost of fifteen thousand, five hundred and sixty-four dollars from Fund 170, and the third a transfer of one hundred fifty thousand dollars to Fund 140 Contingency Reserves per the direction of the Finance Committee.

**Council Member Carlson moved, and Council Member Peterson seconded, to Approve the Ordinance Amending the 2020 Budget for Miscellaneous Adjustments. 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 the Citizens Academy was still going strong, and that next week they were talking about the use of force.

City Administrator Wayman requested that he tell them about the hiring process for their new officer.

Police Chief Hayes stated that they have an empty spot and are looking to hire, going on to say that they had asked the Civil Service Commission if they could advertise for both entry level and lateral transfers and have advertised for both, with a total of thirteen applicants for both by the end of the day.

City Administrator Wayman commented that they had three laterals.

Police Chief Hayes agreed, adding that the rest sound like entry level.

Council Member Carlson remarked that they previously pushed to hire from Selah whenever possible and wondered why the change to lateral.

Police Chief Hayes replied that it's the same process as they have always done; they have been lucky that the top person was usually from Selah. He explained that for laterals they rate the application based on experience, jobs and training, and they have an oral board consisting of experienced law enforcement that quiz them, while if they opt for entry level they have to take a written test and an oral board, plus pass a physical agility test, then go to the academy. He noted that both his sons have applied but he can't hire them.

Council Member Lantz asked if there was a minimum age requirement.

Police Chief Hayes answered that they have to be twenty-one.

Council Member Carlson inquired as to the pros and cons of lateral versus entry level.

Police Chief Hayes responded that laterals usually come in at a higher wage, and if you compare the numbers for sending an entry level to the academy versus the wage of a lateral per month it's still a lot cheaper to hire entry level. He noted that an entry level doesn't have bad habits to train out of them, and they've had great success with entry levels.

Council Member Bell commented that the Citizens Academy last night was the ATF explaining the paperwork involved with buying and selling a gun, and an explanation of how easy it was for them to get into a cell phone if they get a court order.

Police Chief Hayes noted that they had the forensic evidence lady too.

Clerk/Treasurer Novobielski gave a sales tax update, noting that they received approximately eleven thousand more for February than in 2019, which put them at forty-three thousand ahead of last year at the same time. He noted that Kim White, the new Accounts Payable and Payroll person, started yesterday and would be training with Ms. Farley for the next three weeks.

Public Works Director Henne said that they had a preconstruction conference to review contract requirements with Scout Lake Construction for reconstructing the Well 6 building, which is a forty-day contract. He gave a brief update on the Goodlander Road project, saying they have started fixing the right of way and dressing up the entrance to Carlon Park on the left, and also spoke about the TIB overlay project and sidewalk improvements, which he believes have a workaround for the power poles currently in the way that wouldn't require them to be relocated.

City Administrator Wayman requested that he discuss the interviews for the Wastewater Treatment Plant position.

Public Works Director Henne responded that they advertised and had applicants from around the country, with local interviews last week and two gentlemen from Cheney and Ellensburg in next Monday to do a walk around. He wasn't sure what would be done with those out of state as of yet.

Council Member Carlson wondered if there was any ADA concern regarding the telephone poles.

Public Works Director Henne replied that the requirement was forty-eight inches for an accessible route of travel, which wouldn't be an issue, although it would be close trying to be compliant on some wheelchair ramps on Second and Fourth Streets due to steepness.

City Attorney Case had no report.

## 2. Council Members

Council Member Carlson remarked that he had a conversation just before the meeting with the Clerk/Treasurer and Public Works Director regarding accounts, as he noticed in the vouchers that there were some car repairs being applied to office supplies. He said that they were being resolved, so he reluctantly signed the voucher sheet knowing they are working on it, but he wanted to make sure that they were appropriately charging funds or accounts. He commented that there are expenses for both the 4<sup>th</sup> of July and Fall Festival events and assumed that the City would be approaching the Lodging Tax Advisory Committee (LTAC) for funds.

City Administrator Wayman responded that they would have that for the 4th of July and the car show.

Council Member Carlson expressed concern that, while they require groups coming to Selah for events to have background checks done, they don't require the same for City Council. He felt it important to have the same background checks done as they require for individuals who represent the City and work with youth and the community.

City Administrator Wayman responded that they do background checks on every staff individual.

Council Member Carlson replied that he was referring just to Council.

City Administrator Wayman commented that would be a challenge.

Council Member Carlson pointed out that for an appointed position, like when Council Member Lantz applied, there was no background check. It was simply fill out an application and apply.

City Attorney Case said that he would check into the legality of doing that.

Council Member Carlson stated that any job he's applied for has asked for a background check.

Council Member Wickenhagen opined that he didn't believe they could do that as it's an elected position even if appointed.

Council Member Carlson responded that a person is elected after they run.



Council Member Wickenhagen disagreed, saying that it was still considered an elected position, and that you can't designate a difference between them as it's the position itself not the process.

Council Member Carlson commented that has been his dilemma.

Council Member Wickenhagen inquired as to what criteria he would use for making that decision.

Council Member Carlson replied that it would be up to the City Administrator.

City Administrator Wayman remarked that they wouldn't set that policy at all. He added that there's State law regarding elected officials, and he was pretty sure a felon couldn't hold an office, but would check into the matter.

Council Member Carlson said that his biggest concern was what could be done.

City Administrator Wayman answered that he believes if a person has the right to vote they have the right to be elected to office.

Council Member Carlson expressed appreciation to City Administrator Wayman, Executive Assistant Lake, and Clerk/Treasurer Novobielski for their follow through regarding his questions on a few residential address power bills paid by the City.

City Administrator Wayman noted that they were for light poles.

Council Member Lantz had no report.

Council Member Bell said that the Selah Downtown Association and the Selah Chamber of Commerce had agreed to sponsor town hall type meetings for the Selah Aquatic Center, which would be open forums on July 7th at 6:30pm at the Civic Center, and October 6th at 6:30pm at the Civic Center, both to be held in the Senior room.

City Administrator Wayman noted that, as it was nonpartisan, it's a free venue.

Council Member Bell remarked that, as a member of the Selah Park & Recreation Area Service (SPRSA) board, he wants to answer questions and hear from the people who are opposed to the levy, and that he would selectively be asking people to attend with a different perspective on the issue, as he feels that type of conversation would generate results for a levy. He asked that people please plan on attending one of the meeting and voicing their opinion on the issue.

Council Member Peterson had no report.

Council Member Matson had no report.

Council Member Wickenhagen had no report.

3. City Administrator

City Administrator Wayman said that he and the Mayor would be meeting with new County Commissioner Vicki Baker tomorrow morning, primarily as a meet and greet but also to discuss the SPRSA interlocal agreement currently requires elected officials to serve on that board.

Council Member Bell asked if they were close on that.

City Administrator Wayman replied in the negative, saying that they would be meeting for the first time, and once they meet with her she'll want to take back to the Commissioners what they discuss. He felt it would take a couple months to revise.

Council Member Bell remarked that it was important to have that for the board to move forward, as they are currently operating as a reduced board.

City Administrator Wayman responded that he would emphasize that they have some empty slots.

4. Boards

- a. Lodging Tax Advisory Committee Minutes for November 25, 2019

5. Mayor

Mayor Raymond reminded Council to do their F-1 filings if they haven't already, and that YVCOG reservations were due by Friday.

City Administrator Wayman stated that Council Member Burke has submitted his resignation, effective March 20, 2020, adding that once the resignation is effective they would begin the search again and pick a date to have candidates come in and interview for the job.

Council Member Carlson inquired about using the list from before.

City Administrator Wayman replied that they would do an advertisement in any case, but he would recommend strongly that this body entertain all applications. He said that they would call those folks and remind them but recommends receiving new applications to keep the selection process aboveboard and evenhanded for any new applicants.

Council Member Carlson asked if they knew why he resigned.

Mayor Raymond answered that he got a job in Douglas County.

R. Executive Session                      **None**

S. Adjournment

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

The meeting adjourned at 6:54 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
4/14/2020	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      Action Item

4/14/2020                      M – 1a

**Title:** Promotional Requirements for Public Works Utility Workers and Incentive Pay for Commercial Drivers Licenses (CDL)

**From:** Andrew Potter, Human Resource Manager

**Action Requested:** Approval

**Staff Recommendation:** You have been provided with the job description for Utility Workers and an outline of the promotional requirements related to their work. I recommend we move forward with these changes so that each employee clearly understand what is expected of them in order to be promoted. If this new business is approved, an official amendment to the Collective Bargaining Agreement will be drafted for the next council meeting.

**Fiscal Impact:** \$600 a year for each CDL employee, not to exceed \$5,400 in 2020 based on 9 currently licensed employees.

**Funding Source:** Various Public Works funds, same as wage allocations.

**Background / Findings & Facts:** Promotional Requirements: In 2011 we had three separate job descriptions for Utility Workers. Each description identified the promotional requirements for each position. In 2013 these job descriptions were disbanded in favor of a single comprehensive job description which would apply to all positions. However, the information regarding promotional requirements was omitted from this updated job description. This was done in an effort to establish a pay-for-performance structure. In 2015 this pay structure was abandoned and the pay system reverted to its former structure. The promotional requirements purposed here are extremely similar to those previously enacted. This change will





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



provide clarity and fair application of Utility Worker Promotions. CDL Incentive Pay: Over the last decade, requirements for obtaining and maintaining a CDL license have become more stringent. This has caused a series of effects including: 1. It is difficult to find new hires who already have their CDL; 2. If we required a CDL as a minimum job requirement it would unnecessarily narrow our pool of potential candidates; 3. It would be extremely costly to pay for employee training to obtain CDLs for those who don't have one; and 4. We recognize that employees who possess their CDL have additional value as they can be assigned specific tasks that others cannot complete. This new incentive pay will recognize those that have their CDL and incentivize other employees to pursue their CDL through independent and on-the-job training.

**Recommended Motion:** Move to approve the Utility Worker Promotional Requirements and the CDL Incentive pay.

**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:

10/23/2018

Action Taken:

Resolution Authorizing the Mayor to Sign the Contract between the City of Selah and Teamsters Local No. 760 for the Selah Public Works & Parks Departments Effective January 1, 2019

Leonard Crouch  
Secretary/Treasurer

# GENERAL TEAMSTERS, FOOD PROCESSING EMPLOYEES, PUBLIC EMPLOYEES, WAREHOUSEMEN and HELPERS



LOCAL UNION NO. 760

Affiliated with

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

GENERAL OFFICE: 1211 WEST LINCOLN • (509) 452-7194 • FAX (509) 452-7354 • YAKIMA, WASHINGTON 98902

AREA OFFICES:

1737 N. WENATCHEE AVE., STE. F • (509) 667-7760 • WENATCHEE, WASHINGTON 98801

514 WEST THIRD • (509) 765-7460 • MOSES LAKE, WASHINGTON 98837

## TALLY OF BALLOTS

### LOA VOTE

EMPLOYER: Selah Public Works

DATE: 3/3/2020

YES (TO ACCEPT) 12

NO (NO TO REJECT) 0

VOID BALLOTS

0

TOTAL BALLOTS

12

Tally counted and verified by:

Warren W. Peters  
Signature

Warren W. Peters  
Print Name

Bruce J. Forenpoth  
Signature

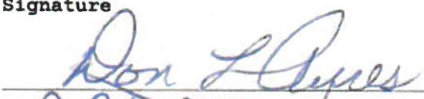

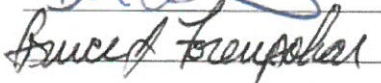


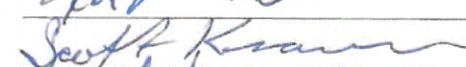
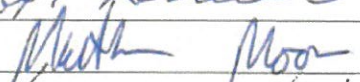
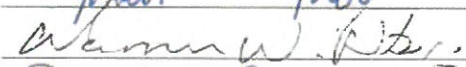
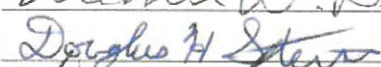
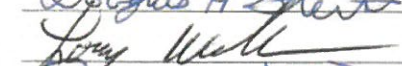
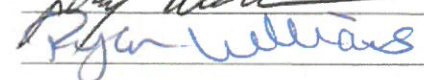
BRUCE J FORENPOTH  
Print Name

Local: 760  
User: GONZALES

Report#: 0073 Membership Roster  
Checkoff: SELAH PUBLIC WORKS Kind Of Report: Signature Roster

3/3/2020

Page: 1  
2:18:25 PM

Members Name	ID	YRMO Pd	Signature	Checkoff Name
AYRES DON L	0760015475	2020-01		SELAH PUBLIC WORKS
Carpenter David L	0760017339	2020-01		SELAH PUBLIC WORKS
Forenpohar Bruce J	0760003314	2020-01		SELAH PUBLIC WORKS
Glaspie Jeffrey M	0760019965	2020-01		SELAH PUBLIC WORKS
Gottschalk Ashton D	0760030962	2020-01		SELAH PUBLIC WORKS
Jennerjohn Rodger A	0760029685	2020-01		SELAH PUBLIC WORKS
Kramer Scott R	0760013839	2020-01		SELAH PUBLIC WORKS
Moore Matthew J	0760028722	2020-01		SELAH PUBLIC WORKS
PETERS WARREN W	0760002317	2020-01		SELAH PUBLIC WORKS
Sterns Douglas H	0760019963	2020-01		SELAH PUBLIC WORKS
Walker Lonney L	0760020085	2020-01		SELAH PUBLIC WORKS
Williams Ryan D	0760026844	2020-01		SELAH PUBLIC WORKS

Total MemberShip : 12



## **Appointment and Promotion Requirements**

At time of appointment the Public Works Director and Human Resource Manager will determine which Utility Worker position new hires will be placed in. All future promotions will take place on the payroll period following the qualification for the next step progression. Employees may be hired, based on previous experience and ability, at a higher step.

### **UTILITY WORKER TRAINEE**

There are no requirements, beyond the minimum job qualifications, for someone to be considered for the Utility Worker Trainee position.

### **UTILITY WORKER I**

In addition to meeting the minimum job qualifications, a Utility Worker I must have a minimum of one (1) year of public works or similar field experience.

### **UTILITY WORKER II**

In addition to meeting the minimum job qualifications, a Utility Worker II must have a minimum of three (3) years of public works or similar field experience.

### **UTILITY WORKER III**

In addition to meeting the minimum job qualifications, a Utility Worker III must have a minimum of five (5) years of public works or similar field experience, to include a minimum of two (2) years in the City of Selah Public Works Department.

### **UTILITY LEAD/FOREMAN**

In addition to meeting the minimum job qualifications, a Utility Lead must have a minimum of two (2) years as a Utility Worker III for the City of Selah Public Works Department.

The Utility Lead/Foreman is required to have and maintain a CDL.

### **Additional Certificates**

Additional licenses and certificates (besides CDL) such as Water Distribution Manager, Cross Connection Control Specialist, Pesticide Applicators License, etc., may be required as determined by the City to be necessary. The City will pay for all training to obtain and maintain these additional licenses. The City reserves the right to allow an applicant a grace period to acquire any required licenses or certificates.

### **All employees hired prior to January 1, 2020.**

Commercial Drivers Licenses (CDL) are not required for any promotional step. The City of Selah will pay for the nominal costs associated with the maintenance of CDL Licenses. The City of Selah will pay for the standard 2-year physical required by the WA State Department of Licensing. If an employee is unable to pass that physical it is up to them to pay for any To offset



the additional job responsibilities, performed by those who hold their CDL, the City of Selah will pay each Utility Worker an additional \$50.00 per month for maintaining their CDL.

**CITY OF SELAH  
PUBLIC WORKS DEPARTMENT  
UTILITY WORKER/PARKS**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is **not** intended to reflect all duties performed within the job.*

Department: Public Works, Union

**DEFINITION**

Maintains complete knowledge of all aspects of the operations, maintenance, preventative maintenance, policies, procedures and safety aspects of public works systems and facilities of the City. Capable of performing all duties required without direction or supervision. Ability to supervise subordinate staff effectively and report to supervisor(s) clearly in the absence of the Public Works Utility Supervisor.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Public Works Utility Supervisor or his/her designee.

No supervision exercised, except may supervise summer help.

**ESSENTIAL JOB FUNCTIONS**

Essential functions and duties include, but are not limited to, the following:

1. Respond to customer questions and complaints, project a positive image to the public and staff with good communication skills.
2. Install water systems, conduct operations and maintenance procedures including, but not limited to water mains, services, fire hydrants, meters, valves, control valves, pumps, chlorination systems, reservoirs, etc.
3. Install sanitary and storm sewer systems, operation and maintenance procedures including, but not limited to, mains and interceptors, services manholes, catch basins and cleanouts, etc.
4. Complete roads and street construction, operation and maintenance procedures including, but not limited to, concrete and asphalt pavements, curbs, gutters, pothole and crack repair, sweeping aggregate surface, blading, shoulders, roadsides, signs, lights and traffic signals.
5. Take care of winter conditions on our City streets involving ice and snow removal and de-icing application.
6. Use City machinery and equipment and be familiar with maintenance procedures, including but not limited to the backhoe, sweeper, graders, pickup and dump trucks, loader, jet rooter, mower, and painter.
7. Reads meters and maintains the area around meters and assure meter boxes are clean of dirt, debris and water.
8. Obtains closing reads and re-reads and relay information to office personnel for processing. Assure that water meters are operating properly.

9. Responds to work orders for utility disconnections, reconnections, new orders, and other public works service requests, as assigned.
10. Perform light maintenance and cleaning of assigned vehicle.
11. Follows safety precautions and procedures.
12. Work in park operations and be familiar with maintenance policies and procedure not limited to, turf care, recreational and equipment, sprinkler systems, crowd control, wading pools and regulations of softball and fields, tennis courts, etc. in park operations including, but not limited to playground, swimming, softball, soccer and baseball.

### **PERIPHERAL DUTIES**

- Ability to perform other duties as directed.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of all types of pipes, materials, tools, equipment to operate and maintain public utilities and facilities; and
- Capable of operating or learning to operate every tool, piece of machinery and equipment within the Utility Department;
- Working knowledge of computers and electronic data processing; knowledge of public works field operations.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly; Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships; Ability to work under pressure and/or frequent interruptions; Ability to work with angry or difficult customers.

### **SPECIAL REQUIREMENTS:**

- Duty includes responding to complaints and inquiries, doing daily rounds, and performing other duties as assigned.
- Employees must be able to respond within 30 minutes during emergencies.

### **TOOLS AND EQUIPMENT USED:**

Tools, equipment and machinery associated with the field operations of the Public Works Department including, but not limited to, welding equipment, conventional tools, power tools, back hoe, fork lift, street sweeper, dump truck, paint sprayer.

### **QUALIFICATIONS**

#### **Education, Experience, and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- High School diploma or G.E.D. is required.

**Experience:**

- No previous Public Works experience is required but it is preferred. Previous public works experience or similar field experience, will determine starting pay and position according to the step requirements attached to this document.

**Training, licensing, or certifications:**

- Possession of valid Washington State Driver's License with a minimum of two years driving experience.
- Have or obtain Flagger Certificate within 12 months of employment.
- Have or obtain First Aid/CPR certificate within 12 months of employment.
- Possession of a current Water Distribution Specialist I, issued in the State of Washington, or obtain within one (1) year of appointment.
- Possession of a current Class I, or better, Wastewater Collection Certificate, issued in the State of Washington, or obtain within two (2) years of appointment.
- The City shall provide training opportunities and pay for requisite training up to two times if necessary. If an employee cannot pass the test on the second time they will be required to pursue the certification themselves or may be subject to discipline. Public Works Management may temporarily waive these minimum requirements if training opportunities are not available to accommodate this schedule.

**WORKING CONDITIONS****Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

**Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 80 pounds, work in confined spaces, exert physical effort in adverse conditions, and be willing to work overtime if available, when asked.

Must be available for "on call" duty approximately once per month, being on standby during off-duty hours to respond to emergencies, include evening and one (1) weekend for one week.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.





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



Council Meeting	Action Item
4/14/2020	O – 1

**Title:** Ordinance Amending the 2020 Budget for Conversion of Various Street Lights to LED Lights

**From:** Dale Novobielski, Clerk/Treasurer

**Action Requested:** Approval

**Staff Recommendation:** Approve Ordinance.

**Fiscal Impact:** Reduction in Street lighting costs.

**Funding Source:** WA State Transportation Improvement Board grant of \$85,423 and a Pacifcorp Incentive Rebate of \$9,252.

**Background / Findings & Facts:** In the Fall of 2018 the city signed a grant agreement with the WA State Transportation Improvement Board to convert various street lights to energy efficient LED lights. The project was completed in late 2019.

**Recommended Motion:** I move to approve an Ordinance amending the 2020 Budget for the conversion of various street lights to LED lights.

**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:

8/28/2018

Action Taken:

The Mayor was authorized to sign a Washington State TIB Relight grant agreement to convert various street lights to energy efficient LED lights.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE 2020 BUDGET FOR THE CONVERSION OF  
VARIOUS STREET LIGHTS TO LED LIGHTS

WHEREAS, the City desires to adjust the 2020 Budget for the conversion of various street lights to LED lights;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2020 Budget as follows:

**110 City Street**

110.000.042.334.38.00.00	TIB – Street Lighting Grant	\$	85,942
110.000.042.367.00.00.00	Contributions/ Private Sources - Pacificorp		9,252
110.000.094.594.42.63.63	Energy Improvements	\$	95,194

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH,  
WASHINGTON this 14<sup>th</sup> day of April 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Rob Case, City Attorney





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



Council Meeting      Action Item  
4/14/2020              O – 2

**Title:** Ordinance Amending the 2020 Budget for the Rebuild of the Well No. 6 and Zone 3 Pump Station

**From:** Dale Novobielski, Clerk/Treasurer

**Action Requested:** Approval

**Staff Recommendation:** Approve Ordinance.

**Fiscal Impact:** \$ 1,000

**Funding Source:** Cities Insurance Authority of Washington (CIAW) claim settlement for \$ 137,400 and Fund 411 Water \$ 1,000.

**Background / Findings & Facts:** The Well No. 6 and zone 3 pump station sustained fire damage and required reconstruction. Scout Lake Construction Inc. was awarded a contract to rebuild the pump station and the City's previous insurer agreed to reimburse for the cost less a \$ 1,000 deductible.

**Recommended Motion:** I move to approve an Ordinance amending the 2020 Budget for the reconstruction of the Well No. 6 pumphouse.

**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:

2/11/2020

Action Taken:

The Mayor was authorized to sign a contract with Scout Lake Construction, Inc for the Well No. 6 and Zone 3 pump station rebuild project.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE 2020 BUDGET FOR THE REBUILD OF THE WELL  
NO. 6 AND ZONE 3 PUMP STATION

WHEREAS, the City desires to adjust the 2020 Budget for the rebuild of the Well No. 6 and  
Zone 3 pump station;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON,  
does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2020 Budget as  
follows:

**411 Water**

411.000.034.395.20.00.00	Ins Recoveries – Capital	\$ 137,400
411.000.094.594.34.65.43	Well No. 6 Pumphouse	\$ 138,400
411.000.999.508.80.00.00	New Ending Unreserved Cash & Investments	1,018,343

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH,  
WASHINGTON this 14<sup>th</sup> day of April 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Rob Case, City Attorney





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



Council Meeting

Informational Item

4/14/2020

Q – 4a

**Title:** Planning Commission Minutes from February 18, 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  
February 18, 2020

A. Call to Order

Chairman Smith calls the meeting to order at 5:35 pm.

B. Roll Call

Members Present: Chairman Smith: Commissioners: Torkelson, Huber and Hennessy.  
Members Absent: Goodall  
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 January 7, 2020.*

Commissioner Torkelson motion to approve.

Commissioner Huber seconds motion.

Minutes are approved.

F. Public Hearings

Old Business -

2020 Selah Urban Area Comprehensive Plan Amendment Process.

Chairman Smith states that notice is hereby given that the deadline to submit applications to amend the Selah Urban Area Comprehensive Plan has closed and no public applications have been received.

New Business – None

G. General Business

1. Old Business - None
2. New Business - Study session for increase in application fees.

Mr. Peters states that the City Administrator, Don Wayman, has instructed the Planning Commission to review the current application fees and make recommendations for increases. Handouts given to planning members (exhibit 1a).

Study sessions ensues.

Planning Commissioners will continue this study session at the next scheduled meeting.

H. Reports/Announcements

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

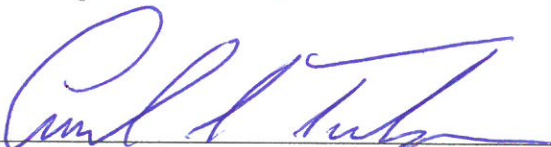
Mr. Peters notes the building department updates.

I. Adjournment

Commissioner Torkelson motions to adjourn.

Commissioner Huber seconds.

Chairman Smith adjourns the meeting at 6:29 p.m. with a voice vote of 4-0.



Vice Chair Torkelson