



# SELAH CITY COUNCIL

5:30pm April 28, 2020



*Selah City Council  
Regular Meeting  
Tuesday, April 28, 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 Matt Alexander, Stone Church
- F. Agenda Changes

**Add:** Resolution N – 2: Resolution temporarily suspending the requirements and enforcement of SMC 10.34.020 off-street parking spaces table 34-1 restaurant land uses for existing businesses who choose to expand or establish outdoor eating areas

- 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: April 14, 2020 Council Meeting  
Dale N. \* 2. Approval of Claims & Payroll

- L. Public Hearings **None**
- M. General Business
  - 1. New Business **None**
  - 2. Old Business **None**

N. Resolutions

- |               |    |  |  |
|---------------|----|--|--|
| Andrew Potter | 1. | Resolution Establishing Promotional Requirements and Commercial Driver's License (CDL) Pay for Utility Workers   |  |
| Donald Wayman | 2. | Resolution temporarily suspending the requirements and enforcement of SMC 10.34.020 off-street parking spaces table 34-1 restaurant land uses for existing businesses who choose to expand or establish outdoor eating areas |  |

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

- |    |                    |             |
|----|--------------------|-------------|
| 1. | Departments        | <b>None</b> |
| 2. | Council Members    |             |
| 3. | City Administrator |             |
| 4. | Boards             | <b>None</b> |
| 4. | Mayor              |             |

R. Executive Session **None**

S. Adjournment

Next Regular Meeting: May 12, 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

4/28/2020              K – 1

**Title:** Approval of Minutes: April 14, 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  
April 14, 2020

Regular Meeting  
Electronically Via Zoom  
115 West Naches Avenue  
Selah, WA 98942

A. Call to Order Mayor Raymond called the meeting to order at 5:36 pm.

B. Roll Call

Members Present: Kevin Wickenhagen; Jacquie Matson; Clifford Peterson; Roger Bell;  
Christopher Lantz; Russell Carlson

Members Absent:

Staff Present: Donald Wayman, City Administrator; Rob Case, City Attorney; Dale  
Novobielski, Clerk/Treasurer; Andrew Potter, Human Resources Manager;  
Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse

D. Pledge of Allegiance

Council Member Wickenhagen led the Pledge of Allegiance.

E. Invocation

Pastor Scott Ruark gave the prayer.

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

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: March 10, 2020 Council Meeting

\* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83425 – 83457 for a total of \$213,603.71

Payroll Checks Nos. 83458 – 83476 for a total of \$298,748.08

Claim Checks Nos. 74569 – 74648 for a total of \$360,103.57

Claim Checks Nos. 74649 – 74743 for a total of \$338,678.53

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

Council Member Carlson asked if the meeting was live on Facebook.

Human Resources Manager Potter responded that he had made six attempts to do so and all had failed, so he posted a notice that people wishing to attend could log into Zoom.

Council Member Carlson thanked him.

L. Public Hearings **None**

M. General Business

1. New Business

a. Promotional Requirements for Public Works Utility Workers and Incentive Pay for Commercial Drivers Licenses (CDL)

Human Resources Manager Potter addressed M – 1a. He explained that this is a new item of business which, if passed tonight, would result in drafting an official amendment to the current bargaining agreement for the Police and Public Works & Parks bargaining groups. He went on to say that the first part was to update job descriptions by qualifying the tasks assigned to utility workers, and the second part was an explanation of the promotional requirements that lays out qualifications for each level and foreman positions, as those haven't been detailed in writing since a previous City Administrator changed to a pay by performance method and in the update of job descriptions failed to include specific guidelines for promotion. He requested permission to add those to the collective bargaining agreement, as several union employees had discussed some discontent with how they were being treated for promotional requirements, and upon review he realized the need for clearer language so they could hold the City accountable to those promotions and approve them when appropriate. He remarked that the second part was a request to make a transition from no additional pay for CDL licenses to reward or demonstrate that they value the CDL by paying fifty dollars per month to each employee who has and maintains their CDL. He added that the City would continue to pay license fees but they must physically pass the tests for CDL, and if they don't then they would be denied and no longer receive that pay.

Council Member Carlson inquired as to the stance on education as a whole for both Public Works and all departments, wondering if they were encouraging education amongst all departments or limiting it to the CDL.

City Administrator Wayman replied that their stance was encouragement of education and training in all departments. He went on to say that the CDL requires more than showing up for training, and as it requires a higher level of effort to get training they realize the need to compensate those working towards their CDL so they can advance further up the ladder in the Public Works domain.

Council Member Wickenhagen expressed some confusion in the wording, with one part saying it would be costly to pay for training for those who don't have a CDL but saying later that the City would recognize those who have their CDL by increasing compensation rather than paying for training.

Human Resources Manager Potter responded that they have had several discussions on how to handle this, and that while Department of Licensing (DOL) does allow for them to provide a training course and on the job hours, they have to be done within a specific set amount of time, and they don't believe they have enough opportunity for unlicensed drivers to drive CDL vehicles to pass the test, which they would have to take to be licensed. He went on to say that it would cost the City approximately ten thousand dollars plus the loss of an employee sitting in a classroom for two weeks to train one employee to be tested, but if the employee is willing to undertake the necessary studying and training, both on the job and outside, then the City would provide them with a fifty dollar per month stipend as reward. He noted that there wasn't a need for all twelve utility workers to have CDL licenses, but this also would be a way to incentivize when putting out for jobs.

Mayor Raymond recognized Council Member Bell.

Council Member Bell requested clarification that they get pay while training and going through the process, adding that some people can take a couple years to get a CDL if there is no real issue to push them forward to accomplish it.

Human Resources Manager Potter answered that they will only be paid if they have a current active CDL license, and that the other part of the acknowledgement was that they have to participate in the Drug and Alcohol pool.

**Council Member Bell moved to Approve the Utility Worker Promotional Requirements and the CDL Incentive Pay.**

Mayor Raymond recognized Council Member Carlson.

Council Member Carlson inquired as to the current need for CDL licensed utility workers and the level of encouragement for training and education.

Public Works Director Henne replied that they don't have a need for utility workers to have a degree, although if someone has to have training and a background with mathematics and computations for the water system that's included in the certificate for that position, which also applies for sewer and the wastewater treatment plant. He said that of the twelve utility workers they currently have four or five

with a CDL, and as the only vehicles who require a CDL license are the two dump trucks, the street sweeper, the water truck, he felt they were sitting fairly well at the moment.

City Administrator Wayman commented that they need redundancy at Public Works, as sometimes people are sick or on vacation, and they need more drivers than vehicles.

Public Works Director Henne noted that they rarely operate all those vehicles at the same time.

Council Member Carlson remarked that his question wasn't just Public Works but all City staff, asking what the level of encouragement was regarding Perry Tech or trade education, or degrees.

City Administrator Wayman responded that they encourage folks to get additional training in their field and attend conferences to enhance their understanding, with one employee going through a master's program the City was funding. He wasn't sure what was meant by Perry Tech, although they lean into anything applicable. He went on to say that they talk about training in greater detail during budget discussions, as training is a top priority for the Mayor, himself and City staff.

Public Works Director Henne commented that someone who was certified had to continually educate, with three years to get three CEUs to maintain that education.

**Council Member Peterson seconded the motion. By voice vote, approval was unanimous.**

- |    |  |      |
|----|--|------|
| 2. | Old Business   | None |
| N. | Resolutions  | None |
| O. | Ordinances   |      |
| 1. | Ordinance Amending the 2020 Budget for the Conversion of Various Street Lights to LED Lights |      |

Clerk/Treasurer Novobielski addressed O – 1. He said that the Ordinance was to amend the 2020 budget for conversion of various street lights to LED lights, giving a brief history of the project the City had done courtesy of a grant with the Washington State Transportation Improvement Board and incentive dollars from Pacific Power. He noted that the changes would allow them to have budget dollars to offset the actual expenses.

Council Member Carlson asked if it was a dollar for dollar match.

Clerk/Treasurer Novobielski answered that it was a one hundred percent match.

**Council Member Carlson moved to Approve the Ordinance Amending the 2020 Budget for the Conversion of Various Street Lights to LED Lights.**

Mayor Raymond recognized Council Member Peterson.



Council Member Peterson remarked that he has one of the LED lights right in front of his house, and it was fantastic, so much brighter. He asked if there was a plan to ultimately replace all street lights.

Public Works Director Henne answered that they did seventy-six of them with the energy grant in 2017, and that this finished the remainder. He didn't think there were any low-pressure sodium lights left in the City, as they have changed the building standard to require LEDs in new construction.

**Council Member Peterson seconded to Approve the Ordinance Amending the 2020 Budget for the Conversion of Various Street Lights to LED Lights. 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 the Rebuild of the Well No. 6 and Zone 3 Pump Station

Clerk/Treasurer Novobielski addressed O – 2. He said that this was a budget adjustment for the rebuild of Well No. 6 and the Zone 3 Pump Station, which experienced a fire in the wellhouse in the winter of 2018. He went on to say that at the February 11, 2020 Council Meeting, Council approved the Mayor signing a contract with Scout Lake Construction to rebuild the facility, with an estimated cost of one hundred thirty-eight thousand four hundred dollars, with a thousand-dollar deductible from the previous insurance policy that would be paid from the Water Fund. He noted that the remainder would be reimbursed by the insurance company.

**Council Member Wickenhagen moved, and Council Member Carlson seconded, to Approve the Ordinance Amending the 2020 Budget for the Rebuild of the Well No. 6 and Zone 3 Pump Station. 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

Clerk/Treasurer Novobielski said that they wouldn't see the impact of the lockdown until the end of May due to a sixty-day lag between when businesses receipt sales tax and the City receives their share. He remarked that they received a property tax check from the Yakima County Treasurer in the amount of sixty-four thousand dollars, although they wouldn't see the amount paid in April until May 10.

City Attorney Case said that the COVID situation has shut most things down, including most courts. He remarked that the merits appeal briefings have been done for a while, but there likely won't be a decision for a couple months. He went on to say that they were getting close to a critical time to make a decision regarding the money appeal and he would probably follow the course of action previously explained in Executive Session either next week or the week after.

## 2. Council Members

Council Member Carlson asked Clerk/Treasurer Novobielski if they would be getting back any expenses for spring soccer, and why there was Pam spray on the expense report.

Clerk/Treasurer Novobielski replied that the Public Works crew used the spray while restriping the sidewalks, likely to keep the paint off the templates.

Council Member Carlson opined that it was a unique use for Pam spray, and wondered if there was something we should be stocking rather than buying this at a higher cost, at it seemed like everybody went wherever they liked to buy stuff.

City Administrator Wayman commented that he would talk to Public Works Director Henne, as he didn't know whether buying all at once or over time was more economical.

Council Member Carlson responded that his request wasn't only about Pam spray but all office supplies, as they seem to be buying toilet paper at Helms but they could order in larger quantities and save money.

Clerk/Treasurer Novobielski said that the majority of hand towels and toilet paper was purchased through the King County Directors Association, at approximately a thousand dollars per transaction.

City Administrator Wayman remarked that, regarding soccer jerseys and so on, they would be transferable to the next season, but the background check are lost money.

Council Member Carlson noted that four beautification grants were awarded to different businesses for exterior beautification.

Council Member Lantz commented that in a previous job he found that heavy winds would cause the LED bulbs to go out. He asked how many extra bulbs had been budgeted to have on hand in case something happened.

Public Works Director Henne answered that they have about half a dozen extra, but each light has multiple LEDs and they've only had one fail in the last few years.

Council Member Lantz responded that he was just curious about what they had for backup.

Council Member Bell said that the contractor for SPRSA was granted an exception yesterday through the Governor's office to allow him to complete construction of the pool with the intent to start that this week. He noted that it was an authorized construction need addressing the health of children and adults once quarantine has been completed.

City Administrator Wayman commented that, based on a discussion earlier that day, Pease Construction would will be able to access the pool through the park for repairs. He added that Public Works Director Henne was talking with them regarding mitigation of damage, as they expect all damages to be repaired.

He informed Council that he talked with Commissioner Baker about the SPRSA interlocal agreement and the members of its board, but a new agreement was on hold due to COVID-19.

Council Member Bell thanked City Administrator Wayman and Public Works Director Henne for their work on getting things moving forward again.

Council Member Peterson had no report.

Council Member Matson had no report.

Council Member Wickenhagen said that this wasn't a good month to start his tenure on the Yakima Valley Tourism board, as they laid off thirty-five percent of their staff and are estimating a minimum of two years' recovery for most hotels in the area. He went on to say that it very depressing to listen to them, as business has basically stopped and there's no clear vision as to when it would start to recover.

### 3. City Administrator

City Administrator Wayman started by saying that the Mayor has made an emergency declaration with SMP 1.58.010, and he encouraged everyone to look at the Ordinances and understand the powers that roll with that. He noted that she hasn't exercised any powers aside from altering council meetings, and that the main purpose was to be able to recover State and Federal funds that might become available in the future. He said that they have changed the standard operating procedures in all departments, such as suspending all sports and Civic Center activities with the exception of the Food Bank and Meals on Wheels, the former doing outside pickup and the latter cooking and freezing meals that are delivered or picked up by those in need. He noted that the blood bank would be using the Civic Center Thursday and would establish their own protocols for those giving blood. He said that the Police station front doors are locked, although individuals can call and come in one at a time to conduct business, all officers were well, and they were postponing the testing for a sixteenth officer until mid-summer. He addressed the Fire Department next, saying that staff are well but they've had to change some protocols with regard to when they show up at an incident with a suspected virus victim. He outlined the procedures implemented per instruction from the Department of Health and other organizations, and added that Fire Chief Hanna was granted approval to purchase a fifteen-thousand-dollar piece of equipment that decontaminates vehicles and rooms, as it's within his budget to purchase. He said that the front door at City Hall was closed but they were allowing one person in at a time to take care of business for either courts, utilities, or to talk with staff. He stated that they were doing the best they could to be responsive and not inconvenience citizens while not violating social distancing. He felt that there would be some leaner financial times in the future, especially fall of this year, and that they would be careful with money as always, as everyone wants to do good by the residents of Selah.

### 4. Boards

#### a. Planning Commission Minutes for February 18, 2020

### 5. Mayor

Mayor Raymond commented that there were a lot of people in town who could use an extra smile or hello, encouraging them to reach out to people see if they need a hand, as that's what Selah is about.

Council Member Bell raised a question as to whether the City was keeping an eye on any money that might be available from either the State or Feds that might help those local businesses.

Mayor Raymond responded that she's talked with some business owners, and they were watching closely what's available, adding that there are a lot of stipulations on what's being given out.

City Administrator Wayman remarked that in the CARES act that was just passed, those individuals who are backed by Federal loans could suspend payment to a bank or credit union for up to one hundred eighty days if they have renters who are unable to pay their rent, although they would need to negotiate that with their financial institution.

Council Member Carlson inquired if they would be holding public hearings during this time where public attendance is restricted, and how they were providing an opportunity for those to be in attendance. He said that at the last meeting he talked about doing background checks for those appointed to council positions, saying that the City of Vancouver does background checks for those appointed to council positions, and asking how does that apply to them and their opportunities.

City Administrator Wayman replied that they were conducting public meetings, and held a Hearing Examiner's meeting recently headed up by Community Development Supervisor Peters with public opportunity to participate and provide testimony. He went on to say that as they go forward they would use the same format, although he felt it would be a lot more difficult to do with Zoom, and that whatever they did would comply with the Open Public Meetings Act.

City Attorney Case said that he hasn't been directed by the Mayor or City Administrator to research the issue of criminal background checks for applicants for open council seats, although if Council were to desire that as a policy he would have comments at that point to be addressed during an Executive Session. He noted that if they were to change operations or laws for a policy change there would be ramifications that come from that, and felt that the first round of discussion would be best addressed in Executive Session rather than in public forum. He remarked that if necessary he would address it further, but his impression was that Council needs to decide if this is a policy they want to pursue by bringing a motion or other method of advancement to the table.

Council Member Carlson understood, adding that he was interested in further information beyond the couple of emails he had sent containing his research, and that while he isn't an attorney, as they hold everybody to such a high standard, including the City Administrator when he applied for his position, he was interested to learn the legalities and see if that could apply to their Council positions. He added as a side note that a Council Member in the town his wife grew up in was recently arrested for sending explicit photos to a minor, and that if there was a legal way to protect the City and its residents from such a person in such a powerful position he would support that.

City Administrator Wayman felt that they needed to be very careful talking about specific qualifications beyond being a resident or having the ability to vote, as they would need to determine what crime was too bad to disqualify them and require a waiver from the individual applicants to conduct a further



background investigation. He pointed out that Council Members are elected representatives and are accountable to the voters, and didn't think it fair to add another layer for a prospective Council Member to come in and be one of their peers when an individual only needs to be a resident and eligible to vote to register and run for a City position. He stated that, in his opinion, they would be asking for trouble by adding an additional layer, as it isn't a job interview but elected representatives voted in to replace elected representatives, with each person being one of seven votes on the City Council.

Council Member Carlson disagreed, saying that he viewed it as part of the application, and that as one of the six who cast a vote it's a big issue to him. He commented that the City of Vancouver does it only for appointed positions, and he thinks they should pursue study and research to understand its validity.

City Attorney Case responded that part of what makes it a little difficult to talk about is knowing what they would be searching for, as someone isn't eligible to be a voter if they have a felony conviction, which means they are talking misdemeanors. He went on to say that Council Member Carlson was referencing someone just having been arrested as an example, but if Council decided to pursue it they would need to have a policy debate before spending too much time or resources to determine whether the majority wished to pursue the matter or not.

City Administrator Wayman opined that it would chill any additional participation in the process if people thought a background investigation was going to be part of the process, and that they potentially wouldn't have the best quality applicants for a vacant position. He questioned whether Council would hold a misdemeanor against someone as a disqualifier during an Executive Session discussion.

City Attorney Case explained the different types of misdemeanors. He said that his question would be whether they would be proposing a full criminal background check or crimes of moral turpitude as opposed to a misdemeanor DUI or did something else that isn't a crime of intent but technically committed. He added that he comes back to trying to define what was to be sought and what would be done with that information, as there would be interplay between this and public disclosure that would need to be discussed with the Council.

Council Member Bell stated that he would prefer to have as an Executive Session to discuss it further.

Council Member Carlson agreed that it wasn't a black and white scenario, as City Administrator Wayman provided scenarios that should not disqualify somebody.

Mayor Raymond suggested that they postpone the conversation to a later date, adding that they would look at meetings and set a date to discuss the matter further.

R. Executive Session                      **None**

S. Adjournment

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

The meeting adjourned at 6:48pm.

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Sherry Raymond, Mayor

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Roger Bell, Council Member

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Russell Carlson, Council Member

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Jacquie Matson, Council Member

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Kevin Wickenhagen, Council Member

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Clifford Peterson, Council Member

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Christopher Lantz, Council Member

ATTEST:

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Dale E. Novobielski, Clerk/Treasurer



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



Council Meeting	Action Item
4/28/2020	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

4/28/2020              N – 1

**Title:** Resolution Establishing Promotional Requirements and Commercial Driver's License (CDL) Pay for Utility Workers

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

**Action Requested:** Approval

**Staff Recommendation:** I believe that this is the best course of action to separate CDL requirements from

**Fiscal Impact:** \$600 a year per employee, not to exceed \$3,150 in 2020 based on 9 licensed employees.

**Funding Source:** Various Sources, same as payroll 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 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





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



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 other cannot complete. This additional 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 Resolution Establishing Promotional Requirements and Commercial Driver's License (CDL) Pay for Utility Workers

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

Date:

Action Taken:

4/14/2020

New Business Regarding the Promotional Requirements for Public Works Utility Workers and Incentive Pay for Commercial Drivers Licenses (CDL).

10/23/2018

Resolution to Renew Union Employment Contract for the Public Works and Parks Department

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

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THIS AMENDMENT AND CLARIFICATION BETWEEN THE CITY OF SELAH AND TEAMSTERS LOCAL NO. 760 FOR THE SELAH PUBLIC WORKS & PARKS DEPARTMENTS EFFECTIVE MAY 1, 2020

WHEREAS, the current contract between the City of Selah and Teamsters Local No. 760 for Public Works & Parks Department employees provides for salary, benefit, and working conditions from January 1, 2019 – December 31, 2023;

AND WHEREAS, the Union has requested clarification regarding promotional requirements for those utility workers covered by the aforementioned contract;

AND WHEREAS, the City has evaluated its promotional process and desires to provide clarity to its employees,

AND WHEREAS, the City and the Union have engaged in negotiations and have reached resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be authorized to sign this amendment and clarification to the 2019-2023 calendar years;

THE WHICH, which clarifies the promotional requirements for utility workers and a new provision granting each utility worker with a CDL a \$50 stipend for maintaining said license. A copy of these two matters is attached hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 28<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**  
**Appointment and Promotion Requirements**  
**For Public Works Utility Workers (Teamsters)**

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 secondary testing. 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 AND PARKS WORKER**

*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.

### **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

4/28/2020              N – 2

**Title:** Resolution temporarily suspending the requirements and enforcement of SMC 10.34.020 off-street parking spaces table 34-1 restaurant land uses for existing businesses who choose to expand or establish outdoor eating areas.

**From:** Donald C. Wayman

**Action Requested:** Approval

**Staff Recommendation:** Recommend approval for this temporary measure in order to support the recovery of local restaurants and taverns.

**Fiscal Impact:** None

**Funding Source:** N/A

**Background / Findings & Facts:** As a result of the Wuhan Pandemic, The Governor of the State of Washington has mandated shutdowns of restaurants, diners and taverns. Currently, only takeout orders are allowed. In anticipation of a gradual reopening, this resolution is being offered in order to support an anticipated phased opening of these establishments. The requirement for increased social distancing will reduce guest capacity at these establishments. This relaxation of off-street parking requirements will allow many of our local establishments to expand seating areas into their respective parking lots. This is a temporary measure set to expire at the end of September.

**Recommended Motion:** Approve the resolution temporarily suspending the requirements and enforcement of SMC 10.34.020 off-street parking spaces table 34-1 restaurant land uses for existing businesses who choose to expand or establish outdoor eating areas.



**RESOLUTION TEMPORARILY SUSPENDING THE REQUIREMENTS AND  
ENFORCEMENT OF SMC 10.34.020 OFF-STREET PARKING SPACES TABLE 34-1  
RESTAURANT LAND USES FOR EXISTING BUSINESSES WHO CHOOSE TO  
EXPAND OR ESTABLISH OUTDOOR EATING AREAS**

**WHEREAS**, the first confirmed cases of Novel Corona virus (COVID-19) have been detected in Yakima County, and the Centers for Disease Control (CDC) has issued warnings regarding the impacts and severity of such virus; and,

**WHEREAS**, COVID-19 is a respiratory disease that can result in serious illness or death and can easily spread from person to person; and,

**WHEREAS**, on February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties in the State of Washington; and,

**WHEREAS**, on March 23, 2020, the Governor issued Proclamation 20-05 prohibiting and limiting certain activities and encouraging people to stay at home to limit the spread of COVID-19; and,

**WHEREAS**, on April 2, 2020, the Governor issued Proclamation 20-25.1 extending the effect of the previously-issued Proclamation No. 20-05 until May 4, 2020; and,

**WHEREAS**, the Selah City Council finds that many local businesses have been, and will continue to be, negatively impacted due to decreased patronage as a result of the prohibitions imposed by the Governor's Proclamations; and,

**WHEREAS**, it is anticipated that the Governor in the coming months may issue a new Proclamation that permits restaurants to reopen for on-premises dining subject to limited seating and social distancing requirements; and,

**WHEREAS**, the Selah City Council finds that many Selah restaurants are smaller in size and scale than those of larger cities, and that absent temporary relief from certain otherwise-applicable zoning and usage rules such restaurants may not be able to successfully operate subject to limited seating and social distancing requirements; and,

**WHEREAS**, the Selah City Council desires to grant temporary relief to Selah restaurants that allows but does not require, restaurants to temporarily convert existing parking areas and/or other existing outdoor areas into eating seating and dining areas; and

**WHEREAS**, the Selah City Council finds that it is in the best interest of the City to pass this Resolution; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH:**

**Section 1. Temporary Suspension of SMC 10.34.020.** The City of Selah hereby temporarily suspends the requirements and enforcement of SMC 10.34.020 Off-Street

Parking Spaces Table 34-1 Restaurant Land uses for existing businesses that choose to expand or establish outdoor eating areas within their existing parking lots or other areas deemed allowable by the City of Selah Public Works Director in accordance with the following standards:

- Areas temporarily converted to seating or dining usage must be clearly marked and separated from areas that are used for ingress and egress of vehicle traffic, for on-premise vehicle traffic, and for on-premises vehicle parking.
- Areas that are presently used for ADA ramps or parking stalls may not be converted and must continue to be used exclusively for ADA purposes. ADA compliance must be maintained at all times.
- Areas that are presently used for ingress and egress vehicle traffic or for on-premises vehicle travel may not be converted and must continue to be used exclusively for such purposes. Only parking stalls and other areas may be converted to seating or dining usage.

**Section 2. Expiration of Resolution.** This Resolution shall automatically sunset and expire, and thus no longer have any continued or future effect, at 11:59 p.m., September 30, 2020.

**Section 4. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this Resolution.

**ADOPTED BY THE CITY COUNCIL** at a regular meeting, signed, and approved this 28th day of April 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

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D. R. (Rob) Case, City Attorney