City of Selah
Council Minutes
January 12, 2021

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

A. Call to Order — Mayor Raymond called the meeting to order at 5:30 pm.

B. Roll Call

Members Present: Kevin Wickenhagen; Jacquie Matson; Clifford Peterson; Roger Bell; Russell Carlson; Suzanne Vargas; Michael Costello

Members Absent: None

Staff Present: Donald Wayman, City Administrator; Rob Case, City Attorney; Dale Novobielski, Clerk/Treasurer; Dan Christman, Police Chief; Gary Hanna, Fire Chief; Jim Lange, Deputy Fire Chief; Joe Henne, Public Works Director; Jeff Peters, Community Development Supervisor; Ty Jones, Public Works Utility Supervisor; Zack Schab, Parks & Recreation Manager; Treesa Morales, Public Records Specialist; Monica Lake, Executive Assistant

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

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Matt Alexander gave the prayer.

F. Agenda Changes **None**

G. Public Appearances/Introductions/Presentations

1. Katrina Henkle, Selah Downtown Association – Update

Katrina Henkle, Selah Downtown Association (SDA) Executive Director, addressed the Council. She said that the annual façade grant guidelines and application would be posted on January, and they are due to the SDA by February 26. She encouraged everyone to watch the SDA social media and share to get the word out, noting that anyone applying needs to be in the SDA footprint for the downtown area.

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

I. Communications

1. Oral

Mayor Raymond opened the Public Meeting and read aloud the rules of conduct as stated in the Agenda.

Executive Assistant Lake said that there were eight comments submitted, none of which would be read aloud.

Mayor Raymond closed the Meeting.

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: December 8, 2020 Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83967 – 83982 for a total of $230,668.27
Payroll Checks Nos. 83983 – 84000 for a total of $276,038.37
Claim Checks Nos. 75832 – 75900 for a total of $158,461.77
Claim Checks Nos. 75902 – 75980 for a total of $328,229.55
Claim Checks Nos. 75901; 75981 – 75993 for a total of $63,035.47

* 3. Resolution N – 1: Resolution Authorizing the Mayor to sign a contract with Yakima Valley Sports Tourism

Council Member Wickenhagen moved, and Council Member Matson seconded, approval of the Consent Agenda as read. By a show of hands, approval was unanimous.

L. Public Hearings **None**

M. General Business

1. New Business

a. Selection of Mayor Pro Tempore for Calendar Year 2021

Mayor Raymond stated that Council Member Bell had expressed a desire to continue as Mayor Pro Tempore for another year.

Council Member Matson moved, and Council Member Carlson seconded, to retain Council Member Bell as the Mayor Pro Tempore for 2021. By a show of hands, approval was unanimous.

b. Board and Committee Assignments for Calendar Year 2021

Mayor Raymond started with the Finance Committee, saying that she would like to replace Council Members Matson and Carlson with Council Members Costello and Vargas, to let the new Council Members get more information on how the Finance Committee works.

Council Member Vargas asked when they meet.

Council Member Carlson replied that they typically meet once a quarter, as arranged by the Clerk/Treasurer.

Clerk/Treasurer Novobielski remarked that they typically do one each quarter although he didn't think they had a meeting last year but don't think had a meeting year, haven't even provided 3rd quarter reports yet, like to try Zoom approach, Council Member Vargas to answer question most has been on a quarterly basis, been less than an hour, typically a half hour,

Council Member Vargas said that if the majority fall outside normal work hours she would be fine.

Mayor Raymond inquired if they usually hold them during the day.

Clerk/Treasurer Novobielski responded that they have in the past.

Council Member Vargas commented that she could make that work on a quarterly basis.

Mayor Raymond asked Council Member Wickenhagen if he wished to remain on the Volunteer Park committee.

Council Member Wickenhagen replied that Council Member Vargas had inquired about being on that, and he would let her take his place.

Mayor Raymond stated that Council Member Vargas would replace Council Member Wickenhagen on the Volunteer Park committee. She asked Council Member Carlson if he still wished to serve on the LTAC Board.

Council Member Carlson answered in the affirmative.

Mayor Raymond moved onto the YVCOG membership, saying that Council Member Matson would remain as primary, with herself as alternate. She asked Council Member Wickenhagen if he wished to continue as a member of the Yakima Valley Visitors & Convention Bureau.

Council Member Wickenhagen replied in the affirmative.

Mayor Raymond said that with regard to the SPRSA board, Council Member Bell has been on it from the beginning and she believes that he would like to follow through.

Council Member Bell responded that he was good with that, as it provides continuity while they are trying to get County adjustments made to the agreement.

Mayor Raymond stated that the Fire Commission and Board of Volunteer Firefighters would remain herself and Council Member Bell.

Council Member Bell agreed.

Mayor asked Council Member Bell if he wished to continue to serve on the Chamber of Commerce.

Council Member Bell answered that he would unless someone else wished to do so, adding that they meet at least twice a month, sometimes more frequently if they have events going on.

Mayor Raymond asked Council if anyone else was interested.

Council Member Matson expressed interest.

Council Member Bell was good with her taking over.

Mayor Raymond commented that they haven't had anyone for the Selah School District board since former Council Member Burke left, although Council Member Peterson has shown interest.

Council Member Peterson was good with that.

Mayor Raymond said that Council Member Peterson was on the SDA board before and would like to go back on that.

Council Member Carlson didn't want to be removed but opined that there was room for more than one Council Member to serve.

Mayor Raymond replied that she would talk with Ms. Henkle and get back to him on that. She remarked that they would set up the Building Committee after the Council Retreat on January 27, noting that when it was previously discussed Council Members Wickenhagen, Costello and Member Carlson were placed on it. She stated that they would make decisions for setting up the board after the retreat.

2. Old Business **None**

N. Resolutions

* 1. Resolution Authorizing the Mayor to sign a contract with Yakima Valley Sports Tourism

2. Resolution Accepting the Taylor Ditch Outfall Pollution Reduction Project, Department of Ecology Project No. WQC-2017-SelahPW-00101 as Complete

Public Works Director Henne addressed N – 2. He said that this was a Resolution to have the Mayor accept the Taylor Ditch outfall reduction project as complete He referred Council to the AIS, which

talked about the sixty-day window to complete paperwork and return it to the Departments of Ecology and Commerce, and to L&I, then do a walkthrough of the project, get closeout documents back from the three agencies and then release the retainage. He noted that they had problems with procurement of the infiltration separation basins, which delayed the project approximately three weeks, and he would like to get this project closed out and off the books, and move onto another project.

Council Member Wickenhagen moved, and Council Member Peterson seconded, to approve the Resolution Accepting the Taylor Ditch Outfall Pollution Reduction Project, Department of Ecology Project No. WQC-2017-SelahPW-00101 as Complete. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Costello – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

O. Ordinances

1. Ordinance Amending Title 11 of the Selah Municipal Code Relating to the Regulation of Building Codes and Standards, so as to Adopt the 2018 International Code Updates

Clerk/Treasurer Novobielski addressed O – 1. He said that on December 8, 2020, Council approved Ordinance #2115 establishing the 2021 pay rates for unrepresented employees, and during that process he failed to implement providing the two percent increase to part-time Public Works, Parks and Maintenance laborers, which would result in an increase of thirty-three cents for Laborer 2 and twenty-nine cents for Laborer 1. He requested that Council correct his oversight and amend the Ordinance for those two items.

Council Member Peterson moved, Council Member Carlson seconded, to Approve the Ordinance Amending Ordinance No. 2115 Establishing the 2021 Base Salary and Wage Schedule for Management, Confidential and Unrepresented Employees. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Costello – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Recreation Manager Schab had no report.

Police Chief Christman had no report.

Fire Chief Hanna said that the hired the new Deputy Chief, who started last Monday, and was currently knee deep in cross training and getting up to speed.

Community Development Supervisor Peters gave a brief report on the matters slated to come before the Council and the Planning Commission the first quarter of the year, including the shorelines master program, the water system plan, an updated sewer plan and updated capital facility documents, and an update to the land use fees. He noted that the Building department hasn't slowed down much due to the mild winter thus far.

Council Member Wickenhagen inquired as to the date of the public hearing on the shoreline master program.

Community Development Supervisor Peters replied that he believed it was set for February 16.

Public Works Director Henne said that his crew was busy setting water meters, flushing the sewers, cleaning out storm sewers, and sweeping. He went on to say that Publics Works Utility Supervisor Jones and himself were working on a review of the construction plans that have come in, as well as three items City Administrator Wayman has asked Public Works to put together for the retreat.

Mayor Raymond asked if they had taken the street sweeper to Seattle.

Public Works Director Henne answered in the negative, saying that they were trying to get that set up as well as looking into funding for a new sweeper. He noted that Well No. 7 was back together but they would have to replace a sixteen-hundred-dollar fan.

Clerk/Treasurer Novobielski said that with the final 2020 bills paid that evening, he would be doing the final transfers and final entries, and creating year-end financial statements, after which he would plug the actual numbers into the 2021 budget to allow him to do the actual distribution and discover what the actual fund balance carryover from 2020 is, with an Ordinance at the next Council Meeting to do any adjustments that might be appropriate. He commented that he had a visit last week from County Auditor Charles Ross, who had mentioned a desire to locate a voting ballot box outside City Hall by the front steps, and that they are asking for the City to sign a new agreement and do a cost-share with the City paying two hundred fifty-two dollars.

Council Member Wickenhagen inquired about an email from the auditors about a final report.

Clerk/Treasurer Novobielski replied that they most recently completed a legal compliance audit, wit the exit conference scheduled for 10am on Friday, adding that while any Council Members are invited to participate, they do have a restriction regarding quorum.

City Attorney Case said that there remain three separate lawsuits against the City, but he would offer no public comment on those. He remarked that he has seen multiple reports on social media from citizens of the City and County regarding mail theft from mailboxes and theft from cars being broken into. He stated that he was not accusing anyone, nor doing a comparison to different times and years, but advised people to be diligent, pick their mail up promptly, and try not to leave valuables visible in vehicles.

2. Council Members

Council Member Peterson had no report.

Council Member Vargas had no report.

Council Member Wickenhagen had no report.

Council Member Costello had no report.

Council Member Carlson said that the SDA façade grant, a fifty/fifty matching grant which has been a very good program in Selah and financially beneficial to numerous business owners, would be out soon and requested that they share that with any businesses or landlords. He noted that he SDA was doing the B&O tax donation, so a business can make a contribution to the SDA and in return get a seventy-five percent credit on their B&O taxes. He remarked that makes it so the money stays in the City.

Council Member Bell remarked that the Chamber board meeting is at noon tomorrow on Zoom, and that he would be attending if Council Member Matson couldn't make it. He commented that he would like to participate in the exit conference Friday morning.

Council Member Matson requested that he forward her the link for that meeting. She announced that this would be her last year on the Council, saying that she wanted the public to know in advance so when the time to put one's name in they would be aware that there would be an open position.

3. City Administrator

City Administrator Wayman had no report.

4. Boards **None**

5. Mayor

Mayor Raymond had no report.

R. Executive Session

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

Council went into Executive Session at 6:10m. At 6:25pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Council Member Wickenhagen moved to allow City Attorney Case to offer the amount discussed.

City Attorney Case said that he believed it was to be up to the maximum amount.

Council Member Wickenhagen amended his motion to be 'up to the maximum amount discussed'. Council Member Matson seconded the amended motion. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – yes; Council

Member Peterson – yes; Council Member Bell – yes; Council Member Costello – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

S. Adjournment

Council Member Matson moved, and Council Member Bell seconded, that the meeting be adjourned. By a show of hands, approval was unanimous.

The meeting adjourned at 6:24pm.

Sherry Raymond, Mayor

Roger Bell, Council Member

Russell Carlson, Council Member

Jacquie Matson, Council Member

Kevin Wickenhagen, Council Member

Clifford Peterson, Council Member

Suzanne Vargas, Council Member

Michael Costello, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer