City of Selah
Council Minutes
December 8, 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 5:30 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; 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

Council Member Wickenhagen gave the prayer.

F. Agenda Changes

Mayor Raymond stated that items O – 2 and O – 3 had been amended earlier that day, with copies provided to Council via email and uploaded to the website, and that the two items had also flipped spots as the 2021 Salary Ordinance required approval prior to approval of the 2021 Budget.

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 lighted trucks were delightful on Friday, and that she posted a video on the SDA Facebook page. She added that they may make another couple appearance in Selah, directing people to check out the Yakima Christmas trucks group on Facebook for information. She remarked that Governor Inslee announced today that he would extend the current shutdown through January 4, and she wanted to

remind everyone to support small businesses and restaurants through carryout, gift cards for Christmas or whatever they sell. She noted that Police Chief Christman was doing meet & greets with business owners on Zoom, with this week focused on restaurant owners, and reminded business owners to watch their emails or contact the SDA to get signed up.

Mayor Raymond Christmas commented that the boxes around town look great.

Ms. Henkle replied that they did put out some gnomes.

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

I. Communications

1. Oral

Mayor Raymond opened the Public Meeting.

City Attorney Case read aloud the rules of conduct as stated in the Agenda.

Executive Assistant Lake said that there were two comments submitted, neither 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: November 24, 2020 Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83949 – 83966 for a total of $284,291.41
Claim Checks Nos. 75765 – 75831 for a total of $182,026.63

* 3. Resolution N – 1: Resolution declaring police service weapon surplus and authorizing disposition of the same as additional consideration for service provided

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

L. Public Hearings

1. Open Record Public Hearing to consider adoption of Water Use Efficiency Goals and Measures, required by the Washington State Department of Health in conjunction with the update of the City of Selah's 2021 Water System Comprehensive Plan

Public Works Director Henne said that he was having drop out issues.

City Administrator Wayman requested that Community Development Supervisor Peters take over.

Community Development Supervisor Peters addressed L – 1. He stated that this was Public Hearing to consider adoption of Water Use Efficiency Goals and Measures, as required by the Washington State Department of Health in conjunction with the update of the City of Selah's 2021 Water System Comprehensive Plan, saying that basically these are designed to guide customers to use water more efficiently to reduce overall consumption of water in the City over time. He went on to say that the City started an update of the water plan in 2019, and that this public hearing and accompanying Resolution are there to ensure they comply with Department of Health (DOH) requirements for the water system plan, which they expect to bring to Council for final approval in May of 2021. He added that the staff recommendation is to hold the open record hearing then consider the Resolution later in the agenda.

Mayor Raymond opened the Open Record Public Hearing. She asked if anyone from public would like to ask questions on the topic.

Public Records Specialist Morales reminded the public that they would need to raise their hands to speak

Seeing no one wish to speak, Mayor Raymond closed the Open Record Public Hearing.

2. Open Record Public Hearing regarding a recommendation by the City of Selah Community Development and Planning Department that the City Council adopt the 2018 International Code Updates to the following building codes and standards: International Building; Residential; Energy; Mechanical; Existing Building; Property Maintenance; Uniform Plumbing; Fire; Fuel Gas; and Swimming Pool and Spa

Community Development Supervisor Peters addressed L – 2. He said that this was a public hearing regarding a land use and building codes matter, with a recommendation by the Community Development and Planning Department and the Planning Commission to adopt the 2018 International Building Codes. He briefly reviewed the codes to be adopted as provided in the Council packet, noting that they also included Washington State amendments to those codes. He remarked that this is a normal item this time of year, and that adoption of the new building codes allows the City to be in compliance with Washington State law to meet building code requirements from the State, and recommended that they hold the required public hearing and at the conclusion of the hearing adopt the Planning Commission's findings as their own, with adoption of the Ordinance later in the agenda.

Mayor Raymond opened the Open Record Public Hearing.

Council Member Vargas inquired as to how often they release new codes, and requested clarification as to who 'they' are.

Community Development Supervisor Peters answered that they generally adopt these every two to four years, and that the International Code Council is comprised of members of communities across the country who release updated codes and give communities one to two years to review and adopt, modify, or opt out of them. He went on to say that the Washington State Code Council reviews them all and puts forth their amendments as well, and once they've done so cities are required to adopt them the following year, putting them one to two years behind the latest edition from the International Code Council.

City Attorney Case clarified that when Community Development Supervisor Peters used the word behind he meant in a colloquial sense, as they were adopting them in a timely manner.

Community Development Supervisor Peters concurred with City Attorney Case, adding that the City of Yakima building official was a little behind Selah, as they are proposing to bring it to their Council sometime in January.

Council Member Peterson asked, when building codes are amended, if they take affect when the permit is approved or when they build.

Community Development Supervisor Peters responded that the first part of his answer was that they become effective five days from publication in the paper, which Executive Assistant Lake would generally have published on Friday, making it effective five days from then. He went on to say that as far as existing developments and people who have submitted building permits, those who are paid for are vested to the 2015 building codes and would have their plans reviewed under the 2015 codes, with any increases subject to 2015 rates.

Executive Assistant Lake gave a brief explanation regarding publication of legal notices in the Yakima Herald-Republic.

Mayor Raymond asked if anyone from the public had questions.

City Attorney Case commented that they could close the public hearing and do an action later on.

Community Development Supervisor Peters stated that he needs Council to adopt the Planning Commission's findings.

City Attorney Case agreed with the necessity of a motion.

Council Member Matson moved, and Council Member Peterson seconded, to adopt the Planning Commission's Findings as their own. 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.

Seeing no one else wish to speak, Mayor Raymond closed the Open Record Public Hearing.

3. Open Record Public Hearing to take public comment and consider adoption of a resolution authorizing the mayor to sign an application for federal assistance from the

U.S. Department of Agriculture, Rural Development, Rural Utilities Service requesting $2,036,290.00 in funding to be used to construct the City of Selah's "Wastewater Collection System Improvement Project"

Public Works Director Henne deferred the matter to Community Development Supervisor Peters, as he had connection issues.

Community Development Supervisor Peters addressed L – 3. He said that this was a public hearing to take testimony and consider adoption of the Resolution authorizing the Mayor to sign an Application for Federal Assistance from the U.S. Department of Agriculture, Rural Development, Rural Utilities Service for construction of the City of Selah's "Wastewater Collection System Improvement Project", with two hundred sixty-four thousand coming out of the Sewer Reserve Fund for engineering and design services and the loan covering the remaining project cost. He referred Council to the packet for background information, a breakdown of the project total, and how the numbers played out.

Mayor Raymond opened the Open Record Public Hearing.

Council Member Carlson requested a brief overview of what portion of improvements this was affecting at the Wastewater Treatment Plant.

Public Works Director Henne responded that it's not the facility.

City Administrator Wayman stated that it was for the collection system over a number of streets, not the Wastewater Treatment Plant.

Community Development Supervisor Peters clarified that the project includes sewer improvements along Railroad Avenue and a couple cross streets to increase carrying capacity back to the treatment plant, as they currently have several bottlenecks throughout at the Railroad Avenue corridor and some side streets, along with restoring the roadway back to a drivable surface.

City Administrator Wayman commented that they would be going through and updating some of the oldest infrastructure on a regular basis, noting that their engineers had already presented a report on it.

Public Works Director Henne specified that would be Fremont and Fourth to Naches, then Naches across City Hall and down to Railroad Avenue, then Railroad Avenue to the treatment plant.

Council Member Vargas requested clarification regarding the USDA loan.

Public Works Director Henne replied that it would be a two point seventy-five percent interest loan.

Community Development Supervisor Peters repeated what Public Works Director Henne said.

City Administrator Wayman believed it to be a twenty-year loan with annual payments.

Seeing no one else wish to speak, Mayor Raymond closed the Open Record Public Hearing.

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

* 1. Resolution declaring police service weapon surplus and authorizing disposition of the same as additional consideration for service provided

2. Resolution Revising Rates For 2021 Water Utility Services

Clerk/Treasurer Novobielski addressed N – 2. He said that this Resolution was to establish the 2021 water utility service rate with a three percent increase, with the amount of impact for different customers disclosed on the information provided in the packet.

Council Member Carlson requested an explanation as to the background or the increase, as the only information he had seen said the rate increase was determined appropriate for the water fund.

Clerk/Treasurer Novobielski replied that, as discussed previously, Public Works Director Henne has HLA maintain a water comprehensive plan that goes out twenty plus years forecasting certain improvements, project increases in cost, and estimates what they believe should be the increase in rates in order to maintain cash flows, and Public Works Director Henne had requested a three percent increase in water utility services when asked.

City Administrator Wayman remarked that it's on adherence with comprehensive plan. He informed Council that one of the pumps went out at Well 4 yesterday evening and will require replacement, going on to say that it's a requirement for them to maintain the system and pay for the salaries of the water employees, and that the comprehensive plan is a prudent way to anticipate and be prepared for planned improvements as well as unexpected expenses without having to come back and ask for large amounts of money.

Council Member Carlson wondered when the plan of assessment of three percent was revised or assessed, or did they simply take a look at the plan and decide to go for it.

City Administrator Wayman answered that happened when they adopted the last comprehensive plan.

Clerk/Treasurer Novobielski added that a three percent increase has been fairly standard, although there was one year during his tenure where they had a thirty percent increase.

Community Development Supervisor Peters commented that the last water plan was adopted close to 2015 or 2016, and they started the new water system plan in 2019.

Public Works Director Henne stated that they try to adopt a new plan every six years, and in that plan is a list of all the projects that they have.

Community Development Supervisor Peters said that the water system plan and the sewer comprehensive plan each have a list of all system or plant improvements with a projected cost to maintain those as well as to put in new systems, and also projected rates designed to keep enough money flowing into the water and sewer funds to maintain and meet demand, with large system improvement plans scheduled to build in the funding for them, such as the project they just held a public hearing on.

Council Member Carlson questioned whether a plan adopted every six years has taken into consideration the COVID increase in costs and how will it affect their constituents who are struggling right now, as he's extra sensitive about giving tax increases in 2020 for 2021 based on what they've seen.

Community Development Supervisor Peters responded that it doesn't take COVID into account, but they are required to adopt and plan out for improvements, and it's strictly a financial calculation. He reminded Council that they considered rate changes two or three years ago to the sewer rates and connection fees, and if they adopt a lesser amount then there may not be funds available when they're ready to go out for special financing or to have a local match for grant money.

City Administrator Wayman remarked that the reality that residents face is that they would see far less on their utility bills because the required sunset on the Marudo tax will drop the utility tax from twenty-nine to fourteen percent, resulting in a net drop for utility customers across the board even with a three percent increase for all three utility rates.

Council Member Matson asked if they anticipate any plans for water services to be affected due to COVID, and if they would be implementing all plans.

City Administrator Wayman answered that they would move forward with all projects, with no plans to postpone anything.

Council Member Matson inquired if they anticipate higher prices with regard to availability of product.

City Administrator Wayman asked Public Works Director Henne to answer.

Public Works Director Henne replied that he hadn't seen an increase but he had seen a lot of delays, which was why Well 7 isn't back online yet.

Mayor Raymond asked if that answered her question.

Council Member Matson answered that it did for the most part but wondered if they were extending projects a little longer due to COVID, or if they would have to ask for additional funds due to delay of projects, noting that they had a project last council meeting where they approved funds for HLA due to a delay of projects.

Public Works Director Henne responded that there were delays on Goodlander with the main contractor.

Community Development Supervisor Peters clarified that the Goodlander contract was a delay with the main contractor's performance, but with regard to new contracts they would conform to the time frames

of whatever agency was overseeing that, with contractor identified delays built into the schedule as best as possible.

Council Member Carlson wondered if there were any projects aside from Well 7 not completed in 2020.

Community Development Supervisor Peters responded in the negative.

City Administrator Wayman confirmed that there were none aside from Well 7, although they expect additional costs or time on that project.

Council Member Wickenhagen moved, and Council Member Matson seconded, to approve the Resolution Revising Rates For 2021 Water Utility Services. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – no; Council Member Peterson – yes; Council Member Bell – yes; Council Member Costello – yes; Council Member Carlson – no. Motion passed with five yes votes and two no votes.

3. Resolution Revising Rates For 2021 Sewer Utility Services

Clerk/Treasurer Novobielski addressed N – 3. He said that during budget discussions, Public Works directed him to build a three percent increase into the sewer utility rates, giving an example of the increase and referring Council to their packets for additional information.

Council Member Vargas inquired if they knew how much was going into the sewer reserve fund versus the amount needed just to cover costs.

City Administrator Wayman replied that they have to prepare for eventualities such as future projects, repair and maintenance, and ongoing projects, and that this increase pays for parts and labor to continue providing the excellent service customers receive.

Community Development Supervisor Peters commented that they do generally know how much is split out as it's broken down in the budget itself, but he would have to look at the sewer reserve fund to see how much it would go up. He added that Public Works Director Henne said it would be somewhere around fifty thousand dollars, but that three percent was broken up into the operating fund as well as capital improvements.

Public Works Director Henne noted that it pays for that loan as well.

Clerk/Treasurer Novobielski stated that the detailed budget for the sewer fund shows a sixty thousand dollar increase in revenues, adding that for the current year Public Works Director Henne had transferred one hundred twenty-five thousand, with the intent to transfer a larger amount next year to help fund future improvement projects.

Council Member Matson asked if their payments for that loan come from those reserves, and if so, could they know an anticipated yearly payment.

Public Works Director Henne answered that they would review the City's ability to pay back the loan, determine an interest rate from one point seven five to two point seven five, and give them a loan repayment schedule. He noted that that should be able to afford a payment of one hundred fifty thousand dollars per year plus interest.

Community Development Supervisor Peters commented that they were also asking if the payment funds come from the three percent increase.

Public Works Director Henne replied that it just goes into the operating fund; there's the loan repayment and other things that are part of it, and it allows the City to afford to operate and allow them to buy new equipment and a new sewer line system.

Council Member Matson wondered if they could get a lower loan rate if the reserve fund was higher.

Public Works Director Henne responded that they look at how much the City has in reserve, if they have any low-income housing areas, ask how much infrastructure they own and what other payments they're making to agencies for other loans, then determine a loan rate and make an offer.

Council Member Matson moved, and Council Member Peterson seconded, to approve the Resolution Revising Rates For 2021 Sewer Utility Services. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – no; Council Member Peterson – yes; Council Member Bell – yes; Council Member Costello – yes; Council Member Carlson – no. Motion passed with five yes votes and two no votes.

4. Resolution Revising Rates For 2021 Solid Waste Utility Services

Clerk/Treasurer Novobielski addressed N – 4. He said that they had received a letter from BDI as to the contractual allowance for a consumer price index increase along with the information that Yakima County landfill tipping fees were increasing in cost, so a three percent rate increase was built into the 2021 rates. He gave an example of the average rate increase as listed in the Resolution.

Council Member Carlson asked if it was a dollar for dollar increase with BDI or if there were additional costs out of pocket.

Clerk/Treasurer Novobielski replied that they are subject to their increases and within the City they have staff providing administrative support for billing and collection.

Council Member Bell moved, and Council Member Carlson seconded, to approve the Resolution Revising Rates For 2021 Solid Waste Utility Services. 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.

5. Resolution of the City of Selah, Washington Adopting Water Use Efficiency (WUE) Goals and Measures

Public Works Director Henne addressed N – 5. He said that they are working on a new water system plan, part of which includes adopting water use efficiency goals to try to reduce consumption of groundwater by getting residents to utilize less water. He referred Council to their packets and the projection of a two percent reduction over the next ten years of average residential consumption utilizing six measures to do so, saying that he wanted to include the statement and six measures in the water use plan, but were required to conduct a separate public hearing and have Council adopt a resolution for this portion prior to submittal to the Department of Health for a final review.

Council Member Matson asked if they knew when the new service connection electronic meters were slated to start being installed.

Public Works Director Henne replied that it shows 2021 to 2022, but once they get plan specs and an estimate together then go out to bid might be too late in the year, so it would likely start in 2022.

Council Member Matson wondered if it would be like Yakima's EyeonWater.

Public Works Director Henne answered in the affirmative, saying that it's an automatic meter read and intelligence which transmits data to a central computer installed at City Hall that will download everyone's consumption for the month similar to the manual process done now.

Council Member Matson commented that Yakima's EyeonWater residents were able to look at usage every single day to help them identify leaks, and inquired if that was what they were talking about.

Public Works Director Henne responded that they haven't even had approval yet to move forward with the project, although they have looked at different purveyors with differing types of systems, battery life, etc. He added that overall a customer will be able to log on, see the consumption and make adjustments.

Council Member Peterson anted to clarify that they were just setting goals for the water plan coming in a couple months.

Community Development Supervisor Peters replied in the affirmative.

Public Works Director Henne added that they want to put those in there and submit all of it to the Department of Health for review, and when it's sent back it will come to Council to review and adopt.

Council Member Peterson asked what customer leak detection looks like.

Public Works Director Henne answered that they ask is if anything is dropping or running, then if they suspect it's likely in the service lines they tracing the service line or do other things to determine the location of the leak.

Council Member Wickenhagen moved, and Council Member Peterson seconded, to approve the Resolution of the City of Selah, Washington Adopting Water Use Efficiency (WUE) Goals and Measures. 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.

6. Resolution of the City of Selah, Washington authorizing the Mayor to sign an Application for Federal Assistance from the U.S. Department of Agriculture, Rural Development, Rural Utilities Service requesting $2,036,290.00 in funding to be used to construct the City of Selah's "Wastewater Collection System Improvement Project"

Public Works Director Henne addressed N – 6. He said that this resolution authorizes the Mayor to sign an application for a loan of two million, thirty-six thousand, two hundred and ninety dollars, which they will put together and send off to see how they are ranked for interest rates and if they can then afford the loan. He added that this project would alleviate a lot of bottle points and create increased capacity for areas in development, and if they don't eliminate these there will be a need to restrict projects in those basins until improvements are made. He requested approval of the resolution.

Council Member Bell moved, and Council Member Matson seconded, to approve the Resolution of the City of Selah, Washington authorizing the Mayor to sign an Application for Federal Assistance from the U.S. Department of Agriculture, Rural Development, Rural Utilities Service requesting $2,036,290.00 in funding to be used to construct the City of Selah's "Wastewater Collection System Improvement Project". 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

Community Development Supervisor Peters addressed O – 1. He said that this is the Ordinance amending Title 11 with regard to building codes and the adoption of the 2018 International Building Codes and Washington State amendments and recommended approval.

Council Member Wickenhagen moved, and Council Member Costello seconded, to Approve the 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. 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.

2. Ordinance Establishing the 2021 Base Salary and Wage Schedule for Management, Confidential and Unrepresented Employees.

Clerk/Treasurer Novobielski addressed O – 2. He said that this Ordinance establishes the 2021 base salaries for management, confidential and unrepresented employees and deferred to City Administrator Wayman for details.

City Administrator Wayman thanked the five Council Members who worked with them on the changes to come up with a more acceptable set of proposals, reviewing those individuals receiving a clear raise above the two percent cost of living adjustment (COLA). He said that he and the Mayor decided that, while the will want parity with the department heads, they would approach it in an incremental way and ask for one-fourth of the original amount to close that gap. He opined that the matter isn't quite as simple as measuring a city of equal or greater size to Selah, as many larger cities have multiple employees doing the same task, and in many cases, they have to be more skilled than employees at larger cities.

Council Member Costello desired to do the increases mid-year based off the current situation with COVID, in hopes that vaccinations and other things start at least mid-year, adding that he thought starting it in January was bad timing.

City Administrator Wayman responded that all fifty-eight individuals who work for the City are essential personnel, saying that he had forwarded an email to all employees that they are essential and would have to have specific requirements to call in sick, and felt that especially during this time they should be offering these raises as they are doing essential work during this tough time.

Council Member Carlson had an issue with term essential, as he felt that everyone was essential, and that while the Governor has deemed some essential and some not, staff have continued to do their jobs as before and he was very hesitant to give pay increases when they have businesses struggling or to keep things equal between department heads with varying responsibilities. He expressed his respect for the department heads and staff but didn't agree with the justification for increases about the two percent COLA or increasing taxes. He agreed with Council Member Costello that they should bring it back mid-year and reassess at that point.

Council Member Peterson commented that he had gone back and forth on it, and while he appreciates that they've listened to Council and not had the increases as large as they were, they all still seem kind of arbitrary. He pointed out that he had asked for a comparison but had yet to receive it, and he realizes in comparing the needs of Selah to Toppenish, Prosser, or other similar cities there are people with the same title who may not have the same responsibility. He expressed appreciation for the work their employees do and wanted to give them a competitive salary but was still unsure about the numbers.

Council Member Vargas expressed similar concerns regarding dramatic pay increases without seeing comparables, as well as issues with the City Attorney position. She remarked that only a year prior Council discussed hiring a full-time attorney for one hundred thirty-two thousand annually and decided against it, as it would have placed the attorney as one of the highest paid attorneys for a city of their size, but only a year later they were being asked to consider a full-time attorney at one hundred sixty thousand dollars, twenty-eight thousand more than what was rejected the year before. She was astonished over the amount, saying that the taxpayers require them to be good stewards of their tax dollars, and that while she would want to retain staff, she doesn't believe in significant increases just to match salaries or offering a significant wage without offering a competitive post.

City Administrator Wayman responded that former City Attorney Noe offered a reduced pay demand to stay, as he was happy working for Selah, but they're now in different circumstances where they're

asking for an individual to come without legal support to handle their legal affairs. He presented the legal department for the City of Yakima as an example, saying that their top attorney makes one hundred seventy-eight thousand annually, with a staff of seven attorneys and seven clerks, while Selah is asking one attorney to handle all of their requirements with no support, and finding a bargain basement attorney isn't going to bring them the quality of attorney they need for Selah. He opined that this salary would bring a competitive attorney with appropriate experience. He addressed responsible management of the budget next, listing the rollover for 2016, 2017, 2018, 2019, and 2020, and the projected amount for 2021, which he felt was an indication that the staff and Mayor have been quite diligent with City funds and worked every day to cut costs and project viable options to go forward without incurring more costs, which he felt was responsible stewardship of taxpayer money. He stated that what was presented is sustainable and fair to hardworking employees, as they are doing hard work during the current situation and providing necessary support to keep the community running on a daily basis, and that the City can more than afford this. He noted that he had a conversation earlier that day with an employee asking for a raise who may move to another position, and requested that Council please consider the options their employees have and how they will take this if Council says not now, maybe later, or not at all.

Council Member Carlson expressed appreciation for the staff, but didn't appreciate the attitude he felt City Administrator Wayman took with Council, He was concerned with what he felt were dramatic and arbitrary increases, given that they have longevity pay and people coming to Selah because they're competitive. He questioned whether there was a way to have increased time with an attorney without making a dramatic jump or having an attorney as the highest paid employee without going out to bid, suggesting a higher contract wage on a yar to year basis rather than a full-time employee, and allowing them to continue working with other clients. He added that he hasn't heard anything regarding HR that was acceptable, and that he had requested last year for the City Administrator to be included on the Ordinance yet he wasn't last year or this year.

City Administrator Wayman stated that the City Administrator is a contract employee created by code, and is fully public; anyone can look it up and see.

Council Member Carlson pointed out that they have another contract employee who does show up on the Ordinance and as he's a W-2 employee like everyone else, he should be represented in the report.

Council Member Matson thanked every employee for their hard work, adding that it's Council's responsibility to review these and look at them carefully. She reiterated the comments regarding department heads, disagreeing with an adjustment to bring their salaries closer to a contract employee, although she supported the two percent COLA. She also agreed with a step approach for the billing specialist and administrative staff as Council Member Costello had stated.

City Administrator Wayman asked for confirmation that she was suggesting to cut raises for Henne, Hanna and Novobielski and hold in abeyance all other raises until a later date.

Council Member Matson responded that she was saying the three department heads and Public Works Utility Supervisor Jones, along with a step program for administrative staff of one hundred fifty dollars in January with a review in six months.

City Administrator Wayman wasn't clear on her proposal.

Council Member Matson restated it as cut out the four entirely and cut the Utility Specialist in half with a review in June.

City Administrator Wayman rephrased it, saying that the Utility Billing Specialist, Accounts Payable/Payroll, Court Clerk, Public Works Department Assistant, Executive Assistant, and Planning a& Building Permit Specialist, would receive a one hundred fifty dollar raise and the raises for Jones, Henne, Hanna and Novobielski would be eliminated.

Council Member Matson agreed that was her proposal.

Council Member Carlson requested discussion about the Payroll/Accounts Payable Specialist hired a month ago deserving a raise as well as the Public Records Specialist keeping the same rate she had as a Department Head when the prior person was at a much lower rate.

Clerk/Treasurer Novobielski responded that the offer letter provided to the Payroll/Accounts Payable Specialist gave her the top of the offered wage schedule advertised, saying that based on her experience and understanding of Vision they would make her equal to pay for the utility billing person after completion of probation, and give the two percent COLA prior to that.

Council Member Carlson wondered about any discussion prior to the offer that allowed them to offer the position at that rate.

Clerk/Treasurer Novobielski replied that Ms. Farley had been equal in pay prior to leaving, and Ms. Dean was offered a low-ball amount for probation then equal after probation.

Council Member Carlson responded that made sense to him, and he had no issue with it. He added that his recommendation would be the same as Council Member Matson's, although he would also remove the full-time attorney position. He then asked again regarding the Public Records Specialist.

City Administrator Wayman answered that the position would be filled full-time on January 1st, and that she's been pulling the same pay received as the Recreation Manager, with her training in the new position completed January 1st. He added that her pay is following her as she has a master's degree in HR and legal compliance that give her a leg up on her predecessor and make her far more qualified to do the job. He went on to say that for comparables he has sixty different cities he checks the range of all across the state, and the average for her position is approximately five thousand seven hundred, with many large cities having multiple staff rather than a single person. He said that they feel very comfortable presenting this as ongoing pay for a highly qualified Public Records Specialist.

Council Member Carlson agrees that Ms. Morales was a great asset to the community and the City, but his concern was the increase in that specific position, and he didn't see it as a position that required a master's degree or to be payable to that point. He felt that using cities such as Seattle, Spokane and Richland were horrible comparisons, and that using statewide comparables wasn't appropriate for Selah. He reiterated that HR should be on the table but one shouldn't pay for a master's degree, and that if staff was promised something they don't receive it isn't the fault of the Council, but the City Administrator's responsibility to advise City staff this was the best move going forward.

City Administrator Wayman thanked him for his advice on leadership, opining that once again he was dismissing the fact that this job is one person deep while Seattle has dozens doing the job.

Council Member Carlson replied that they aren't Seattle.

City Administrator Wayman said that his point was that they have lots of people doing it and Selah only has one, and they need to pay that person what they are worth.

Council Member Carlson responded that he was comparing Selah to Spokane and Seattle.

City Administrator Wayman answered that he was asking for a Public Records Specialist, and he could vote as he saw fit.

Council Member Carlson thanked him and said he would.

Council Member Peterson commented that the Fire Department Administrative Assistant was a new position not listed in the Ordinance.

Clerk/Treasurer Novobielski replied that it was an omission he failed to enter under the Fire Department.

Council Member Peterson asked if it should be four thousand, six hundred and sixty-nine to the Fire Department.

Clerk/Treasurer Novobielski answered in the affirmative, saying that the Fire Department Administrative Assistant would have the same wage as other administrative assistants.

Council Member Peterson inquired if the position was filled and had someone in it already.

Clerk/Treasurer Novobielski responded in the negative, saying that it's a new position they intend to create at the first of the year.

Council Member Matson asked for clarification on the new position, as she thought it was a sixty percent position going to full-time.

Clerk/Treasurer Novobielski replied that the person was a part-timer.

Council Member Carlson thought that the hourly rate previously under part-time would move to Fire.

Clerk/Treasurer Novobielski answered that they would replace that hourly position at City Hall.

Council Member Matson commented that the office assistant's hourly wage was eighteen dollars and thirteen cents.

Mayor Raymond asked if there was any further discussion.

Council Member Wickenhagen moved to Approve the Ordinance Establishing the 2021 Base Salary and Wage Schedule for Management, Confidential and Unrepresented Employees with changes, to drop position adjustments to dept heads, and reduce other proposed by 1/2.

Clerk/Treasurer Novobielski asked about Mr. Jones.

Council Member Wickenhagen responded that he would leave that in place.

Council Member Matson asked if Council Member Wickenhagen was wanting to review it in six months with regard to a possible second half raise.

Council Member Wickenhagen responded that his issue with that was how do they relook at the budget if they're looking at a yearly budget.

City Administrator Wayman agreed that anything looked at in June would be a budget adjustment.

Council Member Matson seconded the motion.

Council Member Carlson requested clarification as to whether they were including the adjustment by Clerk/Treasurer Novobielski regarding the Fire Department Administrative Assistant and if they were removing the pay for a City Attorney.

Council Member Wickenhagen replied that it includes the Fire Department Administrative Assistant and the City Attorney.

Council Member Bell asked that he restate the motion.

Council Member Wickenhagen repeated his motion with the following changes: adjustments for department heads were to be dropped, the other cut in half to one hundred fifty, and with the change noted by Clerk/Treasurer Novobielski for the Fire Department.

Council Member Peterson requested clarification on the Public Works Utility Supervisor's raise.

Council Member Wickenhagen answered that it remains.

Clerk/Treasurer Novobielski said that he needed to revise the Ordinance to reflect the changes to then disclose to Council.

City Administrator Wayman requested a ten-minute recess.

Council took a ten-minute recess.

Clerk/Treasurer Novobielski read aloud the changes proposed.

Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – no; Council Member Peterson – yes; Council Member Bell – yes; Council

Member Costello – no; Council Member Carlson – no. Motion passed with four yes votes and three no votes.

3. Ordinance Adopting the Budget for the City of Selah, Washington for the Year ending December 31, 2021

Clerk/Treasurer Novobielski addressed O – 3. He said that he had made adjustments to the Ordinance to reflect the Salary Ordinance changes and reviewed the changes.

Council Member Matson wanted to clarify that he was talking about position adjustments only.

Clerk/Treasurer Novobielski replied that those were decreases in expenditures.

Council Member Matson asked if those were the position increases, not just the COLA.

Clerk/Treasurer Novobielski answered that with the eliminations and decreases, it resulted in a reduction of expenditures, including fringe benefits.

Council Member Matson thanked him.

City Administrator Wayman noted that there were two other adjustments made to Fund 521 Police, in the amount of five hundred dollars for the Citizens Academy and one thousand for community events.

Council Member Matson moved, and Council Member Bell seconded, to Approve the Ordinance Adopting the Budget for the City of Selah, Washington for the Year ending December 31, 2021. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – no; Council Member Peterson – yes; Council Member Bell – yes; Council Member Costello – no; Council Member Carlson – no. Motion passed with four yes votes and three no votes.

4. Ordinance Amending the 2020 Budget for Miscellaneous Expenditures.

Clerk/Treasurer Novobielski addressed O – 4. He said it was the final budget adjustment for 2020 and reviewed the expenditures as stated on the Ordinance.

Council Member Matson moved, and Council Member Wickenhagen seconded, to Approve the Ordinance Amending the 2020 Budget for Miscellaneous Expenditures. 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 – abstain. Motion passed with six yes votes and one abstention.

Council Member Carlson stated that his abstention was due to the CARES Act expenditures that he personally benefitted from.

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Clerk/Treasurer Novobielski thanked Council for a very interesting year..

Public Records Specialist Morales had no report.

Police Chief Christman said that his department volunteered their time at Wray's to collect food and money for the Selah Food bank, and collected nearly thirteen hundred pounds of food and roughly sixteen hundred dollars in cash. He noted that they would be doing it again Saturday at Grocery Outlet.

Public Works Director Henne said that he wasn't sure when Well No. 7 would be online, and that since they lost the submersible pump and motors in Well No. 5, he authorized the contractor to do repairs estimated to be forty to fifty thousand dollars to get Well No. 5 back online.

City Administrator Wayman added that the pump at Well No. 5 burned up the day before, and they are investigating it right now. He noted that the water supply is adequate and the reservoirs are fine, but they would be presenting Council with a bill for repairs for Well No. 5 in the future.

Parks & Recreation Manager Schwab had no report.

Community Development Supervisor Peters gave a brief update on his department, listing the items he would be bringing to Council next year for approval.

City Attorney Case had no report.

2. Council Members

Council Member Vargas had no report.

Council Member Bell commented that they've a year where everyone has struggled a little bit and they've not always been comfortable with the things they've been faced with and the decisions they had to make. He thanked his fellow council members, the City staff and every single City employee for their hard work getting them through the year.

Council Member Matson echoed Council Member Bell's comments, and added thanks to the Selah community members who are donating time, effort, and money to assist their neighbors to ensure they have a happy holiday season.

Council Member Peterson wanted to assure all of the employees how much they do appreciate the work that they put in, adding that discussions of salary and things was not to diminish their value. He also echoed Council Member Bell's comment about this being a tough year for everybody to go through, and to go above and beyond as well as what Council Member Matson said about members of the community reaching out. He asked that the community reach out to their friends, neighbors and families that might

be struggling throughout the holiday season, as a lot of people are struggling emotionally and it's amazing what a phone call will do.

Council Member Wickenhagen echoed Council Member Matson, saying that this community is frankly amazing.

Council Member Carlson echoed the gratitude for staff and for the community. He wondered about an update prior to a new year on their potential litigation.

Mayor Raymond responded that they were just doing reports right now.

City Attorney Case asked what sort of update he wanted.

Council Member Carlson replied that he wanted to discuss deadlines and timelines and make sure everything's in order and they're moving forward.

City Attorney Case inquired if he was referring to the OPMA lawsuit.

Council Member Carlson answered in the affirmative to that and an alleged new lawsuit.

City Attorney Case answered that any deadlines on the OPMA lawsuit have been met or will be met, and as far as the reference to a new lawsuit, multiple media outlets were referencing a new lawsuit filed yesterday but he wanted to remind everyone that allegations are not proof.

Council Member Costello thanked the City staff and City employees out there working especially now that it's starting to get cold. He hoped that everything goes as well as can be expected for the community.

3. City Administrator

City Administrator Wayman thanked the five Council Members who came in and worked with them on amending the budget, reemphasizing that this year had a lot of good news too. He briefly reviewed the numbers for the 2020 budget and the predictions for 2021, saying that it's going well for some sectors while some industries like restaurants, hair salons, barbers, and nail salons are hurting badly. He went on to say that the Mayor has been fighting every week with YVCOG and trying along with some of our County leadership to fight for the County and Cities to help our businesses and get them back to work, and that their ending balance for 2020 is evidence of great stewardship, of a great Mayor and staff doing their jobs, and a Council over the years who made wise decisions, but the most important reason they are doing well is their City and residents. He discussed the assessed property values from 2016 to present, the opportunities offered for developers to come into Selah, investing in the right places and making smart decisions as a City, and the need to make some important decisions in the future with regard to infrastructure, expansion, and a new City Hall/Police Station. He stated that the Yakima Herald-Republic erroneously claimed in their article on the Marudo project that there had been no development, but approximately eighty-five percent of the eighteen acres purchased was currently occupied by businesses. He requested a motion to hold a retreat in late January or early February on Zoom to discuss those really

important decisions going forward for the next decade, and expressed happiness over a motion to create a committee to look into building a new City Hall/Police Station.

4. Boards **None**

5. Mayor

Mayor Raymond suggested that they discuss the committees at the first meeting in January.

Council Member Matson thought perhaps they should have their retreat before forming committees.

Mayor Raymond said they would get with Executive Assistant Lake and figure out a date for the retreat.

Council Member Carlson asked if there was a way to have a retreat in person but socially distanced and broadcast to community.

Executive Assistant Lake explained the logistics of attempting to do so, and the need to hire someone with the equipment to do a live broadcast.

City Administrator Wayman felt that it would be worth the expenditure to be face to face.

Council Member Carlson moved to authorize an expenditure of up to $1000 to have the meeting face to face.

City administrator Wayman replied that there was no need for a motion; they would come back with a budget adjustment if required.

Council Member Carlson withdrew his motion.

Mayor Raymond thanked all the departments for stepping up and recovering for sick employees the past couple weeks. She said that they would set up new committees for representatives for YVCOG, SPRSA, etc., in January and asked Council to think about that. She requested that they check their emails for a letter from the Health Department as well, as they need a representative for their committee. She noted that they were still in lockdown, and encouraged everyone to reach out to those people suffering from depression and feeling that nothing is ever going to change.

R. Executive Session **None**

S. Adjournment

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

The meeting adjourned at 8:33pm.

Sherry Raymond

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