



SELAH CITY COUNCIL

5:30pm August 10, 2021



*Selah City Council
Regular Meeting
Tuesday, Aug. 10, 2021
5:30pm
Via Zoom*

Mayor:
Mayor Pro Tem:
Council Members:

Sherry Raymond
Roger Bell
Russell Carlson
Jacquie Matson
Kevin Wickenhagen
Clifford Peterson
Suzanne Vargas
Michael Costello

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:
City Attorney:
Clerk/Treasurer:

Joe Henne
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
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations
 - 1. Katrina Henkle, Selah Downtown Association – Update
- H. Getting To Know Our Businesses **None**
- I. Communications
 - 1. Oral

We are presently conducting the regular meeting portion of today's session. State law does not require a noncharter code city, such as the City of Selah, to allot time for public comment during a regular meeting between the Mayor and City Council. Historically, the City has chosen to allot time for public comment during its regular meetings, subject to a maximum of two minutes per commenter and common-sense standards of decorum. Recently, those standards of decorum have been increasingly infringed.

Those wishing to offer public comments during a regular meeting must comply with the following process and standards. Each commenter must state his/her full name and whether he/she is a registered voter residing within the city limits of Selah. Each commenter is limited to one comment and a maximum duration of two minutes per regular meeting. A maximum of thirty minutes per regular meeting will be allotted for all public comments. Comments must be constructive and respectful; no profanity, insults, defamation, or direct or implied personal attacks will be allowed. Criticism of City policy is allowed, but personal criticism of any individual is not allowed. The public comment process is not a question-and-answer process. Also, each commenter should speak solely for himself/herself rather than purporting to speak on behalf of others, repeating verbatim or nearly verbatim what another commenter has said, or repeating what a written document says.

In-person comments will be heard from the podium in the order offered by commenters (and during the Covid shutdown, written comments will be read aloud in the order received by City staff and telephonic comments may also be heard). The Mayor may cut off any in-person or telephonic comment that he/she deems inappropriate (and City staff, at the direction of the Mayor, may disallow or modify any written comment that is deemed inappropriate).

In-person comments will be heard from the podium in the order offered by commenters (and during the Covid shutdown, written comments will be read aloud in the order received by City staff and telephonic comments may also be heard). The Mayor may cut off any in-person or telephonic comment that he/she deems inappropriate (and City staff, at the direction of the Mayor, may disallow or modify any written comment that is deemed inappropriate).

These standards are subject to revision. Those who infringe the applicable standards may be barred from offering public comments during future regular meetings.

Public comment during regular meetings is not the exclusive method to communicate with the Mayor or the City Council on any topic. People may send emails or letters, leave voicemails, or request in-person meetings, to or with the Mayor or any member(s) of the City Council. The Mayor and each member of the City Council has personal discretion over how and when he/she might respond to emails, letters, voicemails, and requests for in-person meetings.

2. Written

Monica Lake a. Recycling Data Report for the 2nd Quarter of 2021

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: July 27, 2021 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

Rob Case 1. Resolution Partially Modifying the Previously-Adopted Resolution No. 2859 and/or Its Effect

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

2. Council Members

3. City Administrator

4. Boards

Makenzie Hoff a. Planning Commission Minutes for June 1, 2021

5. Mayor

R. Executive Session **None**

S. Adjournment

Next Regular Meeting August 24, 2021

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 Informational Item
8/10/2021 I – 2a

Title: Recycling Data Report for the 2nd Quarter of 2021

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action needed

Staff Recommendation:

N/A

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: Participation in the Recycling program for the second quarter of 2021. See attached for further details.



P.O. Box 3850
Pasco, WA 99302-3850

Phone (509) 547-2476
Fax (509) 547-8617

July 27, 2021

City of Selah
115 W Naches Ave
Selah, WA 98942

Re: Recycle Data Report 2021

Attached you will find a recycling report for the second quarter of 2021 for the residential curbside program.

I hope the city is pleased with the progress of the program. If you have any questions, please feel free to give us a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Francisco Alcalá".

Francisco Alcalá
Financial Analyst
Basin Disposal of Yakima, LLC

cc: Darrick Dietrich

Selah Recycle Report - Second Quarter 2021

Size	April		May		June	
	Quantity	No. Customers	Quantity	No. Customers	Quantity	No. Customers
32 Gallon Cart	1	1	1	1	1	1
64 Gallon Cart	1515	1478	1514	1477	1516	1479
64 Gallon Additional Cart	142	139	142	139	145	142
96 Gallon Cart	997	994	1004	1001	1009	1006
96 Gallon Additional Cart	121	113	124	116	129	121
64/96 Gallon Cart	16	16	16	16	16	16
	Total Distinct Customers	2,511	Total Distinct Customers	2,513	Total Distinct Customers	2,519
Recycle Customers	1,795	1,762	1798	1,765	1802	1,769
Percent Participation		70.17%		70.23%		70.23%
Average Number of Set-outs		1265		1262		1267
Percent Set-out		70.45%		70.19%		70.28%
Total Lbs.		39,500		38,680		41,160
Total Tons		19.75		19.34		20.58
Ave. Lbs./Set Out		31.238		30.650		32.499



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item
8/10/2021 K – 1

Title: Approval of Minutes: July 27, 2021 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
July 27, 2021

Regular Meeting
Electronically Via Zoom

- A. Call to Order Mayor Raymond called the meeting to order at 5:30 pm.
- B. Roll Call
- Members Present: Kevin Wickenhagen; Jacquie Matson; Suzanne Vargas; Clifford Peterson; Roger Bell; Michael Costello; Russell Carlson
- Members Absent: None
- Staff Present: Joe Henne, City Administrator; Rob Case, City Attorney; Dan Christman, Police Chief; Jim Lange, Fire Chief; Mickey Gillie, Deputy Fire Chief; Jeff Peters, Community Development Supervisor; Zack Schab, Recreation Manager; Treesa Morales, Public Records Specialist; Monica Lake, Executive Assistant

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

D. Pledge of Allegiance

Council Member Carlson led the Pledge of Allegiance.

E. Invocation

Pastor Tom Morris gave the prayer.

F. Agenda Changes

Add to Agenda:

Resolution N – 4: Resolution authorizing the Mayor to sign a contract with Consolidated Communications, to replace the obsolete analog telephone system in the police department, with a new digital telephone system including new telephone handsets and equipment

G. Public Appearances/Introductions/Presentations

1. Katrina Henkle, Selah Downtown Association – Update

Katrina Henkle, Selah Downtown Association (SDA) Executive Director, gave a report on SDA activities.

2. James Lange, Fire Chief – Introduction of Christine Willis, Yakima County Fire District #2 Secretary

Fire Chief Lange introduced Christine Willis, Yakima County Fire District #2 Secretary, to Council.

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

I. Communications

1. Oral

There were no public comments submitted.

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: July 13, 2021 Council Meeting

- * 2. Approval of Claims and Payroll:

Payroll Checks Nos. 84294 – 84365; 184294 – 184362 for a total of \$264,762.62
Claim Checks Nos. 176804 – 176856 for a total of \$210,128.49

Council Member Matson moved, and Council Member Bell 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 **None**

2. Old Business **None**

N. Resolutions

1. Resolution authorizing the Mayor to sign a Transportation Improvement Board (TIB) Funding Application for the 2021 Arterial Preservation Program for the Fremont Avenue Resurfacing Project

Introduced by Mayor Raymond and presented by City Administrator Henne. After discussion,

Council Member Matson moved, and Council Member Peterson seconded, to Approve the Resolution authorizing the Mayor to sign a Transportation Improvement Board (TIB) Funding Application for the 2021 Arterial Preservation Program for the Fremont Avenue Resurfacing 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.

2. Resolution Authorizing the Mayor to sign a Transportation Improvement Board (TIB) 2021 Urban Sidewalk Program Application for Valleyview Avenue, Third Street and Southern Avenue Improvements

Introduced by Mayor Raymond and presented by City Administrator Henne. After discussion,

Council Member Matson moved, and Council Member Wickenhagen seconded, to Approve the Resolution Authorizing the Mayor to sign a Transportation Improvement Board (TIB) 2021 Urban Sidewalk Program Application for Valleyview Avenue, Third Street and Southern Avenue Improvements. 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.

3. Resolution Authorizing the Mayor to Sign and Enter Into, on Behalf of the City, a “First Amendment to Letter Agreement” so as to Effectuate Two (2) Substantive Changes to the Terms of the Previously-Entered-Into “Letter Agreement” Between the City and EIP Holdings II, LLC

Introduced by Mayor Raymond and presented by City Attorney Case.

Council Member Carlson moved, and Council Member Bell seconded, to Approve the Resolution Authorizing the Mayor to Sign and Enter Into, on Behalf of the City, a “First Amendment to Letter Agreement” so as to Effectuate Two (2) Substantive Changes to the Terms of the Previously-Entered-Into “Letter Agreement” Between the City and EIP Holdings II, LLC. 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.

4. Resolution authorizing the Mayor to sign a contract with Consolidated Communications, to replace the obsolete analog telephone system in the police department, with a new digital telephone system including new telephone handsets and equipment

Introduced by Mayor Raymond and presented by Police Chief Christman. After discussion,

Council Member Bell moved, and Council Member Peterson seconded, to Approve the Resolution authorizing the Mayor to sign a contract with Consolidated Communications, to replace the obsolete analog telephone system in the police department, with a new digital telephone system including new telephone handsets and equipment. 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 **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Fire Chief Lange:
Made report.

Police Chief Christman:
Made report.

Community Development Supervisor Peters:
Made report.

Recreation Manager Schab:
Made report.

City Attorney Case:
No report.

2. Council Members

Council Member Matson:
No report.

Council Member Carlson:
No report.

Council Member Vargas:
No report.

Council Member Peterson:
No report.

Council Member Costello:

No report.

Council Member Wickenhagen:

Made report on Yakima Valley Visitors & Convention Bureau Board.

Council Member Bell:

Made report on SPRSA Board and Selah Aquatic Center.

3. City Administrator

City Administrator Henne:

- Water main break this afternoon, crew out working on repair. Thank you to Sergeant Reeves and Officer Worrell for traffic control at broken water main
- Six Year Transportation Transit Plan with Medstar, hope to have to Council by late August
- Selected Rocky Wallace from Toppenish for Public Works Director position, will start in August

4. Boards **None**

5. Mayor

Mayor Raymond:

- Thank you to Public Works crew working on the broken water main
- Hope to see everyone for National Night Out, sounds like be one of our biggest

Council took a five-minute recess.

R. Executive Session

At 6:49PM, Council recessed into Executive Session for the purpose of discussing pending/potential litigation per RCW 42.30.110(1)(i). The item was expected to take approximately 30 minutes.

The following individuals convened into the Executive Session:

Councilmembers:

Kevin Wickenhagen
Jacquie Matson
Suzanne Vargas
Cliff Peterson
Roger Bell
Mike Costello
Russell Carlson

Administration/Staff:

Sherry Raymond, Mayor
Joe Henne, City Administrator
Rob Case, City Attorney

S. Adjournment

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

The meeting adjourned at 7:22pm.

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

ATTEST:

Michael Costello, Council Member

Dale E. Novobielski, Clerk/Treasurer



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
8/10/2021	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
8/10/2021 N – 1

Title: Resolution Partially Modifying the Previously-Adopted Resolution No. 2859 and/or Its Effect

From: Rob Case, City Attorney (on directions from the Mayor)

Action Requested: Approval

Staff Recommendation: That the City Council approve the instant Resolution in the form presented

Fiscal Impact: Not Applicable (was fully addressed by the previously-adopted Resolution No. 2859)

Funding Source: Not Applicable (was fully addressed by the previously-adopted Resolution No. 2859)

Background / Findings & Facts: On July 13, 2021, the City Council passed and adopted Resolution No. 2859 pertaining to the confirmation of Joe Henne’s appointment as City Administrator and certain aspects of his compensation and benefits. It was subsequently determined that the version of Resolution No. 2859 that was ultimately signed by the Mayor, Clerk/Treasurer and City Attorney was an earlier draft rather than the correct, final version. As a result, Mr. Henne’s accrual of vacation leave was misstated within the sixth recital (i.e., “WHEREAS” clause) and also within paragraph 7 in Resolution No. 2859, so as to incorrectly indicate that Mr. Henne will be “immediately granted five (5) days of additional accrued vacation leave and thereafter he will accrue leave on the same schedule as other City employees” when the correct accrual language should have been that Mr. Henne will thenceforth “accrue vacation leave at the rate of twenty-five (25) days



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



per calendar year”. In order to correct this mistake, a new Resolution has been prepared which will – if the City Council affirmatively approves it – partially modify the previously-adopted Resolution No. 2895.

Recommended Motion: I move to approve the instant Resolution in the form presented.

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:

7/13/2021

Action Taken:

Resolution Confirming the Mayor’s Appointment of Joe Henne as City Administrator With a Retroactive Effective Date of July 1, 2021 (following Mr. Henne having briefly served as acting/interim City Administrator since late May) and Reciting Certain Aspects of Mr. Henne’s Compensation and Benefits

RESOLUTION NO. _____

RESOLUTION PARTIALLY MODIFYING THE PREVIOUSLY-ADOPTED
RESOLUTION NO. 2859 AND/OR ITS EFFECT

WHEREAS, on July 13, 2021, the City Council passed and adopted Resolution No. 2859 pertaining to the confirmation of Joe Henne's appointment as City Administrator and certain aspects of his compensation and benefits; and

WHEREAS, it was subsequently discovered that the version of Resolution No. 2859 that was ultimately signed by the Mayor, Clerk/Treasurer and City Attorney was an earlier draft rather than the correct, final version; and

WHEREAS, as a result Mr. Henne's accrual of vacation leave was misstated within the sixth recital (*i.e.*, "WHEREAS" clause) and also within paragraph 7 in Resolution No. 2859, so as to incorrectly indicate that Mr. Henne will be "immediately granted five (5) days of additional accrued vacation leave and thereafter he will accrue leave on the same schedule as other City employees" when the correct accrual language should have been that Mr. Henne will thenceforth "accrue vacation leave at the rate of twenty-five (25) days per calendar year"; and

WHEREAS, in order to correct this mistake, the current Resolution has been prepared;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON as follows:

1. The sixth recital (*i.e.*, "WHEREAS" clause) within the previously-adopted Resolution No. 2859 is hereby struck and negated in full. In its place, the following language is now adopted:

"WHEREAS, Mr. Henne will retain all previously-accrued leave that he amassed during his time working at Public Works such as sick leave and vacation leave, and further he will – if the City Council affirmatively approves this Resolution – thenceforth accrue vacation leave at the rate of twenty-five (25) days per calendar year;"

2. Paragraph within the previously-adopted Resolution No. 2859 is hereby struck and negated in full. In its place, the following language is now adopted:

"7. Mr. Henne shall retain all previously-accrued leave that he amassed during his time working at Public Works, such as sick leave and vacation leave. Thenceforth, he shall accrue vacation leave at the rate of twenty-five (25) days per calendar year."

3. In all other respects, the previously-adopted Resolution No. 2859 remains valid and binding, and is not modified by the instant Resolution. But the instant Resolution shall

and does prevail over the previously-adopted Resolution No. 2859 with regard to the substance set forth above within paragraphs 1 and 2 in this instant Resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 10th day of August, 2021.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski Clerk/Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney

Resolution No. _____



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Informational Item

8/10/2021

Q – 4a

Title: Planning Commission Minutes from June 1, 2021

From: Makenzie Hoff, Planning and Building Permit Specialist

Action Requested: Informational - No action needed

Staff Recommendation:

N/A

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: N/A

City of Selah
Planning Commission Minutes
Of
June 1, 2021

A. Call to Order

Chairman Smith calls the meeting to order at 5:30 pm.

B. Roll Call

Members Present: Chairman Smith, Vice Chairman Torkelson, Commissioners: Goodall, Swayze, and Peterson.

Members Absent:

Staff Present: Jeff Peters, City Planner; Makenzie Hoff, Minutes Secretary

Guest: Barbara Altera, Applicant

C. Agenda Changes: None

D. Communications

1. Oral - Chairman Smith states for the record that this meeting is being held via Zoom due to COVID.

2. Written - None

E. Approval of Minutes

1. ***Approval of minutes from May 18, 2021.***

Chairman Smith asks for a motion to approve the minutes from the May 18, 2021 meeting.

Commissioner Goodall motions to approve.

Commissioner Swayze seconds.

Minutes are approved with a voice vote of 5-0.

F. Public Hearings

Preliminary Short Plat (SHORT-2021-003 for Barbara Altera)

Chairman Smith opens the Public Hearing and asks Mr. Peters to present the staff report and facts and findings.

Mr. Peters reads verbatim from the staff report.

Chairman Smith asks if there are any questions or concerns.

There are no questions or concerns.

Chairman Smith asks Barbara Altera if she has anything to add.

Ms. Altera states she has nothing to add.

Vice Chairman Torkelson motions to approve.

Commissioner Goodall seconds.

Short Plat is approved with the conditions outlined in the Staff Report with a voice vote of 5-0.

G. General Business

1. Old Business - None

2. New Business - None

H. Reports/Announcements

1. Chairman – *Stormwater Discussion*

Chairman Smith discusses information she received from Vice Chairman Torkelson and conversations with other community members. She suggests more conversation needs to happen around this issue and would like to postpone further discussion until the Planning Commission can meet in person again.

Mr. Peters stated that he also received a letter from Vice Chairman Torkelson, and addresses additional concerns regarding stormwater runoff. He agrees that this would be better to further discuss in person.

Chairman Smith motions to extend this topic until the Planning Commission can meet in person.

Commissioner Goodall seconds.

Motion is approved with a voice vote of 5-0.

2. Commissioners – None

3. Staff - *Planning/Building Department Updates*

Mr. Peters states the Planning and Building Department updates.

Mr. Peters recommends extending the deadline for Comp Plan Amendment Applications to July.

Vice Chairman Torkelson motions to extend the Comp Plan Amendment period for Applications to the end of July.

Commissioner Goodall seconds.

Motion is approved with a voice vote of 5-0.

Chairman Smith asks if there is a meeting in 2 weeks.

Mr. Peters states that there is nothing scheduled as of right now, however the City Attorney, Rob Case, has been working on the updated sign ordinance, so if he is able to get that done, there might be a Public Hearing scheduled soon, otherwise there will probably not be a meeting in 2 weeks.

Mr. Peters states that he will be gone July 5-14, so there will not be a meeting during that time either.

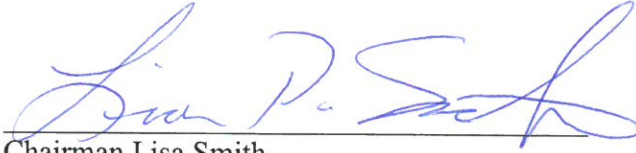
It is decided that the next meeting date will be July 20th.

I. Adjournment

Chairman Smith motions to adjourn the meeting.

Vice Chairman Torkelson seconds.

Chairman Smith adjourns the meeting at 5:51 p.m. with a voice vote of 5-0.



Chairman Lisa Smith