

**City of Selah**  
**City Council Study Session**  
**February 14, 2023**

RE: Yakima County Development Association

Call to Order: Mayor Raymond called the study session to order at 4:30 pm.

Johnathan Smith from the Yakima County Development Association (YCDA) began the meeting, introduced himself and provided a brief personal background. After introductions, Mr. Smith gave information on YCDA, and explained how YCDA works with the Chamber of Yakima and the Yakima Downtown Association, and usually focuses their work on technical, behind the scene assistance on infrastructure type projects.

Referencing the handout provided, Mr. Smith described the list of projects in Selah where YCDA has provided assistance. Mr. Smith explained how developers might not be willing to put in horizontal infrastructure, but YCDA assisted programs help to alleviate that burden and helps move projects along. Mr. Smith also provided information to councilmembers regarding how YCDA helped local businesses during the COVID shut down to obtain monies due to the COVID mandates, such as the one managed by the Selah Downtown Association for local business in Selah.

Mr. Case asked if the numbers shown in the handout related to all of Selah or just the businesses referenced in the document. Mr. Smith explained the difference between primary and secondary businesses, and how the primary businesses drive the workforce, who then spend their earned dollars in the community. By helping the primary businesses be successful, YCDA also helps the smaller businesses as well.

Mr. Smith then called Jose Negrete, a new employee with the YCDA, to the podium. Mr. Negrete introduced himself, explained his purpose and goals with YCDA. Mr. Negrete stated his excitement to help local small businesses be financially stable and successfully.

Councilmember Wickenhagen asked for an overview on the county-wide GIS system. Mr. Smith explained, yes, Yakima, and Yakima County has dedicated staff working on the GIS system, which will help show empty land that is zoned and if utilities are in place. YCDA wanted to create a map, Mr. Smith explained, that included everything, so they worked with YVCOG to get their zoning information up to date and into a file that will display on the map, and updated annually. Further, Mr. Smith explained that it's not meant to be a survey tool, rather, the plan is for it to be a higher level for planning purposes to see community infrastructure, identify gaps, and work toward better planning.

5:00pm: Study Session ended.

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**City of Selah**  
**City Council Study Session**  
**February 14, 2023**

RE: Selah Fire Department 2023 Hiring Needs

Mayor Raymond called Chief Lange to the podium at 5:00pm.

Chief Lange passed out information on the Fire Department Budget. Referring to the handouts, Chief Lange provided the Council with information related to how the City and the County contribute to the annual fire budget based on number of calls, city population, and a three-year average.

After ensuring there were no questions on the budget, Chief Lange moved to the second part of his presentation, discussing the need for more fulltime staff and the department plans to switch to a 24/7 shift coverage. Chief Lange explained he believes the community thinks there are fire fighters at the station 24 hours a day, which there are not. Hiring four more full time fire fighters, explained Chief Lange, will allow the station to transition to 24-hour coverage, and based on his current project budget, the department will be able to sustain the salary needs until at least 2028 or 2029.

Councilmember Carlson asked if hiring four new full-time staff would take away from the apparatus replacement budget. Chief Lange confirmed it would not compromise that budget, currently. Mr. Carlson asked if it would hurt any other budgets at this time. Chief Lange said no, he believes it would be fine.

Councilmember Wickenhagen asked why the volume of calls is so much higher? Chief Lange said he believed some of it was due to our daytime population is higher than other areas, part of it is due to the healthcare system, and some of it is the abuse of calling 911 to get a ride to the hospital. Chief Lange also commented that it could be median age in the community as well.

Councilmember Carlson asked if hiring a Designated Crisis Responder (DCR) would help? Chief Lange said, would it help, yes. But it would not reduce the need for 24/7 staffing.

Councilmember Bell commented on the possible need to educate the community on the purpose for 911 in an effort to reduce call volume. Chief Lange agreed, stating he hopes so. Chief also reminded council the department recently promoted a Lieutenant who is in charge of community prevention and education, so there will be increased emphasis on that issue this year.

Councilmember Costello asked if there was a way to say you won't respond to a certain type of call that is not an emergency? Chief Lange stated they are working on it, and part of that is better triage starting with the dispatch center who needs an improved questions and answer before asking for a response. But, Chief Lange states, they are definitely working on it.

City Attorney Case asked how this impacts rates for fire inspection or plan reviews. Chief Lange restated the department currently doesn't charge for either of those. Mr. Case asked if that was common among other departments in the County. Chief Lange said he believes Selah Fire is the only one in the jurisdiction not charging.

Councilmember Carlson asked about the ability to hire, and if there would be enough applicants. Chief Lange said the Civil Service Commission already approved for him to make a list of potential applicants, to which the City has already received 5 applications in one week. Chief Lange also mentioned there is lots of talk about the potential openings, and he believes moving to shift work has gained interest by applicants.

Councilmember Carlson asked affording upcoming raises for the new hires. Chief Lange reminded council his projection sheets already show the increase and projected cost.

5:30pm: Study Session ended.

**City of Selah**  
**City Council Meeting Minutes**  
**February 14, 2023**  
Regular Meeting

- 1) Call to Order: Mayor Raymond called the meeting to order at 5:30 pm.
- 2) Roll Call
  - A. Members Present: Elizabeth Marquis, Roger Bell, Michael Costello, Russell Carlson, Jared Iverson, Kevin Wickenhagen, Clifford Peterson
  - B. Staff Present: Joe Henne, City Administrator; Rob Case, City Attorney; Dan Christman, Chief of Police; James Lange, Fire Chief; Rocky Wallace, Public Works Director; Dale Novobielski, City Clerk/Treasurer; Jeff Peters, Community Development Supervisor; and Treesa Morales, Public Records Manager.
- 3) Registering in record of Councilmember absence(s) as excused absence(s), per SMC 1.06.070: None
- 4) Pledge of Allegiance
- 5) Invocation with Alicia McClintic from the Selah Church of the Nazarene
- 6) Announcement of changes, if any, from previously-published agenda: None
- 7) Getting to know local businesses, agencies and/or people: None
- 8) Proclamations/Announcements: None
- 9) Consent Agenda (all items listed with an asterisk (\*) are considered part of the consent agenda and are enacted in one motion).

Councilmember Bell moved to approve the Consent Agenda. Councilmember Peterson seconded. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, motion passes.

Executive Secretary, Treesa Morales, read the Consent Agenda:

- A. Treesa Morales      Approval of Minutes: January 24, 2023 Study Session and Council Meeting

- B. Dale Novobielski Approval of Claims and Payroll:  
Payroll Checks No. 85399-85437 for a total of \$591,158.70  
Claim Checks No. 179430-179517 for a total of \$270,905.81
- C. James Lange Resolution Adopting the 2022 Yakima County Hazard Mitigation Plan
- D. Rocky Wallace Resolution Authorizing Public Works to Purchase Sewer and Water Materials Related to the Washington State Department of Transportation’s Upcoming Grind and Resurfacing Project on South First Street and North Wenas Road/State Route SR823
- E. Rocky Wallace Resolution Authorizing the Mayor to Sign “Task Order No. 2023-06” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 3 Pump Replacement Project
- F. Rocky Wallace Resolution Declaring the Crusher Canyon Road Sanitary Sewer Improvements Project as Complete and Accepting the Work and Materials
- G. Rocky Wallace Resolution Authorizing the Mayor to Sign a Washington State Department of Transportation Supplemental Agreement Number 1 to the Washington State Department of Transportation Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement, Related to the City’s Valleyview Avenue, South Third Street and Southern Avenue Improvements Project
- H. Rocky Wallace Resolution Authorizing Public Works to Purchase a New Water Service Meter for the Main Plant Connection Utilized by Tree Top, Inc.

10) Public Hearings: None

11) General Business

A. New Business

- i. Oath of Office for two new Police Officers, Jared Hinze and Ricardo Martinez. Also, introduction for Officer Brad Bales who recently graduated from the Police Academy.

Chief Christman began the ceremony. Addressing Mr. Dale Novobielski, Clerk/Treasurer who led the swearing-in ceremony for both Officer Hinze and Officer Martinez. After completing the

oath and signing their certificates, Chief Christman gave a quick background and introduction on both new officers.

Secondly, Chief Christman requested Officer Brad Bales come to the podium. Chief Christman gave a brief background on Officer Bales and his success at the Police Officer Academy.

ii. Planning Commission Meeting Minutes

The City Council was provided copies of the planning commission meeting minutes, but no discussion or presentation was held.

B. Old Business

i. Follow up discussion regarding 2023 Council Retreat.

Mayor Raymond addressed the Council and discussed the proposed agenda for the upcoming retreat. Mayor Raymond clarified that the Retreat will only be on one day, not two as originally planned. The agreed day for the retreat is March 2<sup>nd</sup>, 2023 in the Selah Council Chambers from 9:00am to 4:00pm. Mayor Raymond also confirmed that a light breakfast and coffee will be served to councilmembers, as well as a catered lunch. All councilmembers seemed to agree.

12) Resolutions

A. \*On Consent\* Resolution Adopting the 2022 Yakima County Hazard Mitigation Plan

Resolution passed upon approval of the consent agenda.

B. \*On Consent\* Resolution Authorizing Public Works to Purchase Sewer and Water Materials Related to the Washington State Department of Transportation's Upcoming Grind and Resurfacing Project on South First Street and North Wenas Road/State Route SR823

Resolution passed upon approval of the consent agenda.

C. Resolution Authorizing the Mayor to Sign "Task Order No. 2023-03" with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City's North Wenas Road/State Route 823 Water Main Improvements Project

Introduced by Mayor Raymond, and presented by Public Works Director, Rocky Wallace. After presentation,

Councilmember Costello moved to approve the Resolution. Councilmember Carlson seconded the motion. Mayor Raymond repeated the motion and second and asked council for any discussion.

Councilmember Wickenhagen asked about timing for the project. Mr. Wallace stated that the project will be on WSDOT's schedule as it is their project, but he estimates it will take place in May or June of this year to be completed before school starts in the fall. Councilmember Wickenhagen asked about the intersection of E. Naches and the potential for conflict when they start digging. Mr. Wallace stated that they don't have to dig near as deep as before, so there



shouldn't be any unexpected complications. Mayor Raymond asked how long the intersection would be shut down. Mr. Wallace estimated it would be about a week or so. Mayor Raymond asked if it would be scheduled on a weekend or not. Mr. Wallace said he wasn't sure. Mayor Raymond confirmed there wouldn't be any construction during the Community Days event. Mr. Wallace confirmed they would not be starting before the Community Days event.

Seeing no other discussion, Mayor Raymond requested Ms. Morales take roll call. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, the Resolution Authorizing the Mayor to Sign “Task Order No. 2023-03” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s North Wenas Road/State Route 823 Water Main Improvements Project was approved.

- D. \*On Consent\* Resolution Authorizing the Mayor to Sign “Task Order No. 2023-06” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 3 Pump Replacement Project

Resolution passed upon approval of the consent agenda.

- E. Resolution Authorizing the Mayor to Sign a Seven-Page Aktivov Professional Services Agreement and a Fifteen-Page Appendix A, for the Purchase of Water Backflow Management Software

Introduced by Mayor Raymond, and presented by Public Works Director, Rocky Wallace. After presentation,

Councilmember Bell moved to approve the Resolution. Councilmember Peterson seconded the motion. Mayor Raymond repeated the motion and second and asked council for any discussion.

Councilmember Wickenhagen referenced section E on page 10 regarding problems with the software, and who would be fixing it if there was an issue. Mr. Wallace stated that staff will be trained in the software, so he expects they should be able to communicate with the company to repair any issue.

Councilmember Wickenhagen asked about severity levels discussed in section ii on page 11. Mr. Wickenhagen asked who determines the severity levels? Mr. Wallace stated he wasn't sure. Mr. Henne suggested the answer could be found on page 9, item D. Mr. Case added that the contract states issues that are “reported” which indicates the problem would be the City telling them the severity level.

Councilmember Wickenhagen discussed common problems with software and the Microsoft updates. On page 11, section K, Mr. Wickenhagen requested Mr. Wallace check to see if their software works with windows and windows updates; and if it doesn't, would there be a cost incurred to repair. Community Planner, Jeff Peters, provided input, explaining to Mr. Wickenhagen that this is a cloud-based software so Yakima IT typically doesn't have anything to do with it. Mr. Wickenhagen was satisfied with this answer.

Councilmember Costello asked if companies that do backflow testing are receptive to this program. Mr. Wallace said absolutely, since they won't have to write paper reports and they can use this software from any type of device.

Seeing no other discussion, Mayor Raymond requested Ms. Morales take roll call. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – no; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, the Resolution Authorizing the Mayor to Sign a Seven-Page Aktivov Professional Services Agreement and a Fifteen-Page Appendix A, for the Purchase of Water Backflow Management Software was approved.

F. \*On Consent\* Resolution Declaring the Crusher Canyon Road Sanitary Sewer Improvements Project as Complete and Accepting the Work and Materials  
Resolution passed upon approval of the consent agenda.

G. Resolution Scheduling a Public Hearing on the Proposed City of Selah's 6-Year Parks and Recreation Plan 2023-2028.

Introduced by Mayor Raymond, and presented by Public Works Director, Rocky Wallace. After presentation,

Councilmember Carlson moved to approve the Resolution. Councilmember Costello seconded the motion. Mayor Raymond repeated the motion and second and asked council for any discussion.

Seeing no discussion, Mayor Raymond requested Ms. Morales take roll call. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, the Resolution Scheduling a Public Hearing on the Proposed City of Selah's 6-Year Parks and Recreation Plan 2023-2028 was approved.

H. Resolution Authorizing the Mayor or Public Works Director to Sign and Submit a Rebuilding America Infrastructure with Sustainability and Equity (RAISE) Funding Application to the U.S. Department of Transportation, for a Suite of Transportation Studies Focusing on State Route 823 and Southern Avenue and also a Possible Extension of Naches Avenue to Interstate 82.

Introduced by Mayor Raymond, and presented by Public Works Director, Rocky Wallace. After presentation,

Councilmember Wickenhagen moved to approve the Resolution. Councilmember Carlson seconded the motion. Mayor Raymond repeated the motion and second and asked council for any discussion.

Seeing no discussion, Mayor Raymond requested Ms. Morales take roll call. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, the Resolution Authorizing the Mayor or



Public Works Director to Sign and Submit a Rebuilding America Infrastructure with Sustainability and Equity (RAISE) Funding Application to the U.S. Department of Transportation, for a Suite of Transportation Studies Focusing on State Route 823 and Southern Avenue and also a Possible Extension of Naches Avenue to Interstate 82 was approved.

- I. \*On Consent\* Resolution Authorizing the Mayor to Sign a Washington State Department of Transportation Supplemental Agreement Number 1 to the Washington State Department of Transportation Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement, Related to the City's Valleyview Avenue, South Third Street and Southern Avenue Improvements Project

Resolution passed upon approval of the consent agenda.

- J. \*On Consent\* Resolution Authorizing Public Works to Purchase a New Water Service Meter for the Main Plant Connection Utilized by Tree Top, Inc.

Resolution passed upon approval of the consent agenda.

### 13) Ordinances

- A. Ordinance Amending 2023 Budget for the Expenditure of Lodging Taxes

Introduced by Mayor Raymond, and presented by City Clerk/Treasurer, Dale Novobielski. After presentation,

Councilmember Carlson moved to approve the Ordinance. Councilmember Wickenhagen seconded the motion. Mayor Raymond repeated the motion and second and asked council for any discussion.

Seeing no other discussion, Mayor Raymond requested Ms. Morales take roll call. Roll was called: Councilmember Marquis – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes; Councilmember Iverson – yes; Councilmember Wickenhagen – yes; Councilmember Peterson – yes. By voice vote, the Ordinance Amending 2023 Budget for the Expenditure of Lodging Taxes was approved.

### 14) Reports/Announcements

- A. Departments

Fire: Chief Lange gave report.

Police: Chief Christman gave report. Councilmember Wickenhagen asked about the new regulations on the possession of narcotics being charged as a gross misdemeanor rather than anything higher. Chief Christman gave information and explained potential new laws and how they will affect police departments.

Planning Department: Jeff Peters provided department update.

Public Works: Rocky Wallace gave update on the department and current projects.

Councilmember Carlson address the requests from the School District regarding the stop lights at the bottom exit to the high school and one at the middle school. Mr. Wallace stated he met with the School District regarding this, and addressed it in the 6-year transportation plan. Mr. Wallace

also mentioned that the School District hired HLA Engineering and Landscaping to design the intersections.

Finance: Mr. Novobielski gave report on city finances

B. Councilmembers

Councilmember Marquis gave an update on the Community Days meeting she attended.

Councilmember Iverson gave an update on the School District meeting he attended.

Councilmember Wickenhagen gave an update on the Homeless Coalition meeting he attended.

C. City Attorney gave update

D. City Administrator gave update regarding a recent WICA Meeting

E. Mayor Raymond

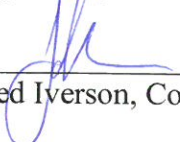
R. Executive Session **None**

S. Adjournment

Councilmember Wickenhagen moved to adjourn the meeting. Councilmember Iverson Seconded. Mayor Raymond asked for all those in favor, say "I." By voice vote, motion was unanimous.


The meeting adjourned at 6:31pm.


  
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Roger Bell, Councilmember


  
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Jared Iverson, Councilmember

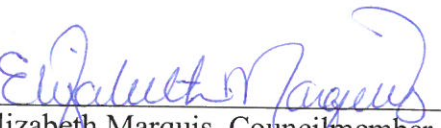
  
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Clifford Peterson, Councilmember


  
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Michael Costello, Councilmember

  
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Sherry Raymond, Mayor

  
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Russell Carlson, Councilmember

  
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Kevin Wickenhagen, Councilmember

  
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Elizabeth Marquis, Councilmember

ATTEST:  
  
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Dale E. Novobielski, Clerk/Treasurer