

City of Selah
City Council Meeting Minutes
January 9, 2024

Mayor Bell called the Study Session to order at 4:30 p.m. Public Works Director, Rocky Wallace introduced the subject and City Engineering Tech, Matthew Taylor. Mr. Taylor presented the material.

After presentation,

Councilmember Wickenhagen asked about the feedback from Washington State Department of Transportation (WSDOT) regarding motor vehicle incidences on the highways through town. Mr. Taylor said they do not receive much feedback, but the main thing they have been talking about with WSDOT is situation at Southern and First Street with the volume of traffic entering and exiting the City.

Public Works Director, Rocky Wallace added information about the “Fruity Pebbles” project to create another connection to the interstate. Mr. Wallace said the City has been discussing it with WSDOT, but ultimately, it will be an WSDOT project until it hits our Urban Growth Boundary. Mr. Wallace also added that the Southern and First St. intersection is the second busiest intersection in the County, so it’s a serious issue.

After more discussion from council, Mayor Bell thanked Rocky and Matthew for the information and said Council would take a break until the regular meeting begins at 5:30p.m.

City of Selah City Council Meeting Minutes January 9, 2024

Call to Order

Mayor Bell called the meeting to order at 5:30 p.m.

Roll Call

Councilmembers Present: David Monaghan, Clifford Peterson, Elizabeth Marquis, Michael Costello, Kevin Wickenhagen, William Longmire, Jared Iverson

Staff Present: Rich Huebner, City Administrator; Rob Case, City Attorney; James Lange, Fire Chief; Rocky Wallace, Public Works Director; Kimberly Grimm, City Clerk/Treasurer; Jeff Peters, Community Development Supervisor; Zack Schab, Recreation Director, and Treesa Morales, Executive Secretary.

Pledge of Allegiance was said by all in attendance

Invocation

Pastor Jason Williams from Harvest Church, Selah provided prayer

Comments from the public

Mayor Bell announced to the audience that the rules for public comments are posted on the sign in table.

Katrina Henkel with the Selah Downtown Association (SDA) presented an update on the SDA and events they are working on.

Next, Mary Schuler presented her concerns over the Selah School District long term facility plan. After 2 minutes, the alarm sounds and Councilmember Longmire made a motion to provide Ms. Schuler with two more minutes of time, which was granted. Ms. Schuler continued and explained her worry that if the School District puts a bond to the public this year it could jeopardize the bond for the police station.

Then Cambree Gordon read a letter to the council which thanked them for the opportunity to be an audience member.

Consent Agenda (all items listed with an asterisk (*) are considered part of the consent agenda and are enacted in one motion).

Mayor Bell presented the stipulations of the Consent Agenda. Councilmember Wickenhagen moved to add item 13-D to the Consent Agenda. Councilmember Marquis seconded. Councilmember Costello moved to approve the consent agenda as amended. Councilmember Iverson said he wanted to remove item 10-F from the consent agenda. Mayor Bell restated the

motion and noted that item 10-F would now become Resolution 13-J in the regular list of Resolutions. Councilmember Costello moved again to approve the Consent Agenda as amended. Councilmember Wickenhagen seconded. Mayor Bell restated the motion and asked council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion. By voice vote motion carries.

Approved Consent Agenda:

- A. Treesa Morales Approval of Minutes: December 12, 2023 Council Meeting
- B. Kimberly Grimm Approval of Claims and Payroll:
Payroll Checks No. 85951-85961 for a total of \$309,850.52
Claim Checks No. 180898-180957 for a total of \$233,313.90
- C. Jennifer Leslie Review of Planning Commission Meeting Minutes from November 21, 2023 Meeting
- D. Rocky Wallace Resolution Authorizing the Mayor to Sign “Task Order No. 2023-08” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Water and Sewer Rate Study Project
- E. Rocky Wallace Resolution Declaring Used Water Meter Boxes and Lids as Surplus, and Authorizing the Disposition and Sale
- F. Rocky Wallace Resolution 13-D. Resolution Declaring the Valleyview Avenue, South Third Street and Southern Avenue Improvements Project to be Complete and Accepting the Work and Materials

General Business:

12.A.i) Discussion of Mayor Pro Tempore.

Mayor Bell introduced the subject and purpose. Councilmember Iverson nominated Councilmember Wickenhagen for the position of Mayor Pro Tem. Councilmember Wickenhagen accepted the nomination. Mayor Bell requested roll call to confirm the nomination. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

12.A.ii) City Council Committee Assignments.

Mayor Bell introduced this item and read the list of assignments included in the packet. City Administrator Huebner noted SMC 1.27.020 requires the appointment of a council representative to the LAC Committee to be approved via Council Resolution. Mr. Huebner stated he would begin working on a resolution during the meeting, and requested council allow it to be added to the agenda at the end of the meeting. Councilmembers nodded their approval.

12.A.iii) Discussion of 2024 Council Retreat.

City Administrator Huebner introduced this item and explained the purpose. After discussion, the Council decided on March 5th, 2024. Mr. Huebner said staff would begin working on the agenda and requested Councilmembers to send any ideas or requests for discussion topics to be sent to him as soon as possible. Mayor Bell reiterated his requests for Councilmembers to send their topics as soon as possible.

Resolutions.

Resolution 13-A. Resolution Authorizing the Mayor to Sign “Agreement No. 38253” with Yakima County in Conjunction with the American Rescue Plan, Coronavirus State and Local Fiscal Recovery Funds Award.

Introduced by Mayor Bell. Presented by Public Works Director, Rocky Wallace. After discussion,

City Administrator Huebner asked Rocky to let Council know of the update he received on the match requirement. Mr. Wallace told Council that previously the City was told they would be required to provide a 10% match, but that is no longer needed.

Councilmember Wickenhagen moved to approve the resolution as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked Council for any more discussion. Hearing none, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-B. Resolution Authorizing the Mayor to Sign a Two-Page Transportation Improvement Board Updated Cost Estimate and Two-Page Project Accounting History Form, for the Fremont Avenue Overlay Project

Introduced by Mayor Bell. Presented by Public Works Director, Rocky Wallace. After discussion,

Councilmember Peterson moved to approve the resolution as presented. Councilmember Iverson seconded. Mayor Bell restated the motion and asked Council for any discussion. Hearing none, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-C. Resolution Authorizing the Mayor to “Task Order No. 2024-01” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s East Goodlander Road / Lancaster Road Traffic Signal Project

Introduced by Mayor Bell. Presented by Public Works Director, Rocky Wallace. After discussion,

Councilmember Iverson moved to approve the resolution as presented. Councilmember Wickenhagen seconded. Mayor Bell restated the motion and asked Council for any discussion.

Councilmember Marquis asked about the engineering fees. Mr. Wallace explained how the numbers were determined based on the required 10% match for this project. Councilmember Marquis confirmed that the School District is ultimately paying the 10% match, correct? Mr. Wallace confirmed, yes.

Hearing no further discussion, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-D was moved to consent agenda.

Resolution 13-E. Resolution Adopting the City’s Public Participation Plan for the Middle Housing Grant

Introduced by Mayor Bell. Presented by Community Development Supervisor, Jeff Peters. After discussion,

Councilmember Costello moved to approve the Resolution as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked Council for any discussion.

Councilmember Wickenhagen commented to Mr. Peters that he does not see where Council is involved in the process until the very end. Mr. Peters explained that Council is welcome at all of the outreach events and Planning Commission meetings, as well as Councilmembers are encouraged to present their comments or concerns to Mr. Peters to convey to the Planning Commission and Consultant.

Councilmember Costello asked if Councilmembers were automatically included in the planned electronic update/newsletter. Mr. Peters explained the process of providing the community with a way to sign up for newsletters. Mrs. Morales said to Mr. Costello that Councilmembers are not automatically signed up, but she would happy to do so for them if they want. Mr. Huebner requested that all seven Councilmembers be automatically signed up for the newsletter.

Mr. Longmire stated his concern that he believes there should be more information provided on social media since that is where many people are getting their information. After discussion, Mr. Huebner suggested that Council approve the Resolution today and staff can return to the next meeting with an additional social media section.

Mayor Bell restated the motion and requested roll call from Mrs. Morales. City Attorney interjected stating that there needs to be a motion to direct staff to modify what is in front of the Council and to direct staff to make changes. Councilmember Wickenhagen moved to approve the Resolution with the amendments. Councilmember Costello seconded. Executive Assistant Morales called roll for the sub. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-F. Resolution Authorizing the Mayor to Sign an Updated Authorization Form for Investment of City of Selah Monies in the Local Government Investment Pool (LGIP)

Introduced by Mayor Bell. Presented by City Clerk/Treasurer, Kimberly Grimm. After discussion,

Councilmember Wickenhagen moved to approve the Resolution. Councilmember Iverson seconded. Mayor Bell restated the motion and asked council for discussion. Hearing none, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-G. Resolution Authorizing the Mayor to Sign and Transmit a Contractual Purchase Offer on Three Real Estate Properties, Authorizing Staff to Engage an Escrow Company, Authorizing Staff to Deliver the Purchase Funds and Additional Closing Funds to the Escrow Company, and Authorizing the Mayor and Staff to Perform and Approval Other Necessary Actions to Effectuate Closing of the Contemplated Transaction

Introduced by Mayor Bell, and presented by City Attorney Rob Case. After presentation and briefing the new Councilmembers on the history behind the process that led to this offer, and explained that \$600,000 of the cost to purchase the building would be paid for using ARPA funds. Mr. Huebner added that the purchase is a good financial decision for the City, but also the City does not plan to have this building be the permanent home for the Police Station. Mr. Huebner explained that the City still plans on putting a bond on a future ballot for a new Police Station.

Councilmember Monaghan noted that in the agreement, it appears the seller does not pay anything regarding closing costs or similar. Mr. Case confirmed, and stated that the purchase price is lower than originally planned which off sets the extra costs.

Mayor Bell restated that this is not the permanent location for the Police Station, and also there are no realtor fees because neither party is using a realtor for the purchase or sale.

Councilmember Marquis made a motion to approve the Resolution and purchase of the building. Councilmember Iverson seconded. Mayor Bell restated the motion and asked for any more discussion. After more discussion, Mayor Bell asked Executive Assistant Morales to call roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Resolution 13-H. Amendment No. 1 to the Professional Services Agreement with the Yakima Valley Council of Governments (YVCOG) for the Establishment and Governance of the Operation of Yakima Valley Local Crime Lab (YVLCL)

Introduced by Mayor Bell. Presented by City Administrator, Rich Huebner. After discussion,

Councilmember Peterson moved to approve the Resolution as presented. Councilmember Costello seconded. Mayor Bell restated the motion and asked Council for any discussion. Hearing none, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – abstain; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries with 6 yes votes and one abstain.

Resolution 13-I. Resolution Authorizing the City Administrator to Sign the Combined Quotes and Professional Services Agreements with Springbrook Express, Xpress Bill Pay, and Databar Billing Statements

Introduced by Mayor Bell. Presented by City Clerk/Treasurer, Kimberly Grimm. After discussion,

Councilmember Iverson stated his concerns over the start-up costs and asked for more details. Mrs. Grimm explained that, among other things, the start up includes the software for financial, utility, payroll and reporting, and cash receipting, and also includes them going and gathering all the data for the past three years out of Vision, which will allow the City to have some archive data for comparison.

Councilmember Iverson asked if it would eliminate the need for electronic timecards. Mrs. Grimm said it could. Mr. Iverson asked again about the start up costs and how it was going to make it function better than Vision. After more discussion and explanation on the needs, Mr. Huebner explained that after the start up fees, the annual fee is \$17,000 for all three parts, which is less expensive than Vision. Councilmember Longmire asked if any other companies have been considered? Mr. Huebner explained that both himself and Mrs. Grimm have extensive professional background with Springbrook and many surrounding municipalities are already using it. Mr. Huebner stated they spoke with the payroll staff and they are excited about the change as well. Mr. Huebner also notified council that the start up costs are more than made up by the savings from Public Works, since there is no longer a 10% match for their project, and Springbrook will be approximately \$5,000 less per year than Vision.

Councilmember Costello moved to approve the resolution as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked Council for any more discussion. Hearing none, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – no. Motion passes with six (6) yes votes and one (1) no vote.

City Attorney Case told Council there is a housekeeping item, and that when a Councilmember abstains from voting, that member needs to announce a reason. Mr. Case requested Councilmember Wickenhagen provide an explanation as to his purpose from abstaining from the vote in Resolution 13-H. Councilmember Wickenhagen stated he abstained because he has a personal relationship with a member of YVCOG. Mr. Case thanked Councilmember Wickenhagen and confirmed that this relationship could be perceived as a possible conflict of interest? Mr. Wickenhagen stated, yes.

Mayor Bell reminded Council that Consent Agenda item 10-F was removed and has now become Resolution 13-J, which will be discussed now.

Resolution 13-J. Resolution Authorizing the Mayor to Execute a Professional Services Agreement for Janitorial Services

Presented by City Administrator, Rich Huebner. After presentation,

Councilmember Peterson moved to approve the Resolution as presented. Councilmember Costello seconded. Mayor Bell restated the motion and asked Council for discussion.

Councilmember Iverson asked about accountability. Mr. Iverson stated he really does not want to fall into the same rut as before and asked how certain issues would be addressed? Mr. Huebner explained that in his conversations with Ms. Betty, the owner of Operation Omni, she stated that one of the issues from before was the lack of communication. Mr. Huebner explained that he has assigned Ms. Betty a primary contact at each facility, Public Works, City Hall, and the Civic Center. Mr. Huebner stated that doing so would ensure communication is better.

Councilmember Iverson noticed that the Police Department is not included in the contract. Mr. Huebner confirmed, and stated that he will work with Chief Christman to find a service for their building.

Councilmember Marquis asked how, specifically, communication would be improved. Community Services Manager, Zack Schab, came to the podium and explained their process and its success in the past.

Councilmember Iverson stated that in the past Ms. Betty was doing the work on her own. Mr. Iverson asked if she now has a second employee to help? Mr. Schab confirmed, yes. And the service has been excellent since Operation Omni is back in their building.

Hearing no further discussion, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Ordinances.

Ordinance 14.A. Ordinance Adopting New Sections 6.02.060, 6.02.070, 6.02.080 and 6.02.090 of the Selah Municipal Code, Pertaining to the Use and Possession of Controlled Substances and the Possession of Drug Paraphernalia; Providing for Severability; Authorizing Corrections; and Directing Publication and Establishing an Effective Date.

Introduced by Mayor Bell and presented by City Attorney, Rob Case. After presentation, Councilmember Costello moved to approve the Ordinance as presented. Councilmember Peterson seconded.

Mayor Bell restated the motion and asked for discussion. Hearing no discussion, Mayor Bell requested roll call. Mrs. Morales called roll: Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Ordinance 14-B. Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Positions.

Introduced by Mayor Bell and presented by City Administrator, Rich Huebner. After presentation, Councilmember Wickenhagen moved to approve the Ordinance as presented. Councilmember Iverson seconded.

Mayor Bell restated the motion and asked for discussion. Hearing no discussion, Mayor Bell requested roll call. Mrs. Morales called roll: Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Department Updates

Community Services Manager, Zack Schab, provided update.

Community Development Supervisor, Jeff Peters, provided update.

Public Works Director, Rocky Wallace, provided update.

City Clerk/Treasurer, Kimberly Grimm, provided update.

Councilmember Peterson provided update on his attendance at the December YVOCG meeting. Councilmember Wickenhagen provided an update on the Yakima Valley Crime Lab. Councilmember Longmire stated he is happy to be here and part of the Council.

Human Resources Manager/Public Records Manager, Treesa Morales, provided update.

City Administrator, Rich Huebner requested that a Councilmember make a motion to add the Resolution regarding the Council appointment for the LTAC Committee to the agenda. Councilmember Iverson made a motion to add item 13-K to the agenda. Councilmember Costello seconded.

Mayor Bell restated the motion and asked for discussion. Hearing no discussion, Mayor Bell requested roll call. Mrs. Morales called roll: Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

City Administrator, Rich Huebner read the following Resolution onto the Agenda:

RESOLUTION APPOINTING MEMBERS OF LODGING TAX ADVISORY COMMITTEE (LTAC) FOR YEAR OF 2024

WHEREAS, Selah Municipal Code (SMC) chapter 1.27, in conjunction with state law, governs the membership of the Lodging Tax Advisory Committee (LTAC) for the City; and

WHEREAS, each January, the Mayor and City Council must decide who will occupy the five LTAC Member positions during that January's calendar year; and

WHEREAS, a total of five Member positions exist; one Member position must be occupied by an elected City official who will then serve as the LTAC Chair; two Member positions must be occupied by representatives of businesses that are located in the city which are required to collect the tax; the final two Member positions must be occupied by representatives, individuals or entities that are located in the city and involved in activities that are eligible to receive LTAC revenues; and if any vacancy(ies) occur during the year, the Mayor will make subsequent nomination(s) to fill the vacancy(ies) and the City Council will again have the authority to approve or disapprove such nomination(s) via a subsequent Resolution; and

WHEREAS, the Mayor has nominated City Councilmember Kevin Wickenhagen to serve as the LTAC Chair, and the City Council finds that good cause exists to confirm Mr. Wickenhagen's appointment as the LTAC Chair;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that City Councilmember Kevin Wickenhagen is hereby appointed as the LTAC Chair, and, furthermore, the remaining four LTAC positions shall continue to be occupied by the preexisting LTAC members who were appointed during 2023 via Resolution No. 2966.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of January, 2024.

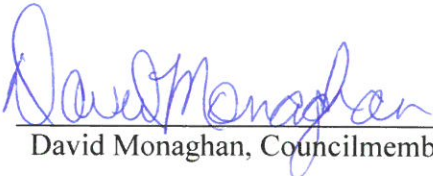
After reading the Resolution, Councilmember Monaghan made a motion to approve the Resolution as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked for discussion. Hearing no discussion, Mayor Bell requested roll call. Mrs. Morales called roll: Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

After vote, Mr. Huebner provided an update on the Fire Department from a written report received from Chief Lange.

Adjournment

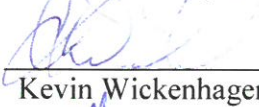
Councilmember Peterson moved to adjourn the meeting. Councilmember Wickenhagen seconded. By voice vote, motion carries.

Meeting ended at 8:17 p.m.




David Monaghan, Councilmember

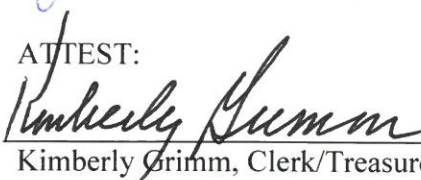
Elizabeth Marquis, Councilmember



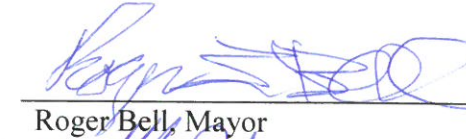
Kevin Wickenhagen, Councilmember



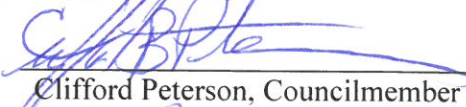
Jared Iverson, Councilmember

ATTEST:


Kimberly Grimm, Clerk/Treasurer



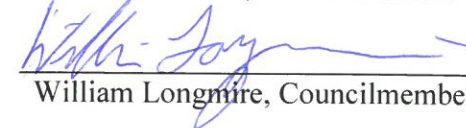
Roger Bell, Mayor



Clifford Peterson, Councilmember



Michael Costello, Councilmember



William Longmire, Councilmember