

**City of Selah | City Council
Study Session Minutes
March 26, 2024**

Call to Order:

Mayor Bell called the meeting to order at 4:31 p.m.

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

Councilmember Absence: Kevin Wickenhagen

Guest Present: Tom Beckwith from Beckwith Consulting.

Mr. Peters introduces Tom Beckwith. Mr. Beckwith shares a PowerPoint presentation on the City of Selah ADU/Middle Housing Analysis.

Councilmember Marquis asked if ADU's can be multifamily. Mr. Beckwith states yes. Mr. Peters continues to say that you can add an ADU on to the existing structure to make it multifamily. Mayor Bell asks if you have to allow two ADUs to the primary structure. Mr. Beckwith replies that it will not be required. Councilmember Monaghan asks if Canyon Cliffs was considered affordable housing. Mr. Beckwith states that it is middle housing. Councilmember Marquis asks for clarification that Canyon Cliffs is considered middle housing. Mr. Beckwith shares that it could be considered middle housing but not affordable housing. Mayor Bell states that Selah has some alleys and they are within ½ mile of a bus stop. Mr. Beckwith states that Selah's bus stops are not considered a transit center. Mr. Peters follows up to say that a transit center would include light rail and major transit centers. Mayor Bell shares that he has concerns about zero lot lines in the alleys. Mr. Beckwith explains that conditions can be added to the code such as room for removal of snow and garbage to preserve the right of way in the alley. Councilmember Peterson states that south Selah has long narrow lots, how do you get access without an alley. Mr. Beckwith states that some regulations will not be required in some areas due to feasibility. Councilmember Monaghan asks how other cities are handling Airbnb's. Mr. Beckwith shares that some set a percentage that are allowed in the City or have imposed additional taxations, he will bring examples when that time comes for review.

5:27p.m. Break until regular meeting.

**City of Selah | City Council
Regular Meeting Minutes
March 26, 2024**

Call to Order:

Mayor Bell called the meeting to order at 5:33 p.m.

Roll Call:

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

Councilmember Absence: Kevin Wickenhagen

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 Assistant.

Pledge of Allegiance was said by all in attendance

Invocation:

Aaron Crumrine from Selah Covenant Church provided prayer.

Getting to know local businesses, agencies and/or people:

Mayor Bell introduces Noah Lorton, a Selah High School Senior Drum Major, and presents Noah with the City of Selah Community Pride Award and Selah Community Pride Award Coin.

Comments from the Public:

Katrina Henkle from the Selah Downtown Association provides updates including a reminder about the Beautification Grant, an SDA workshop, and the SDA rummage sale. Mrs. Henkle also shares that the SDA won a grant for evaluating Selah's Entrepreneurial Ecosystem System, an email and invitation was sent to all Councilmembers. A survey is out for any Entrepreneur in Selah.

Next, Barb Petrea, from the Selah Community Days Association (SCDA), presented an update on the upcoming 2024 event.

Then, Russell Carlson, community member, spoke about the mural design and has two follow up concerns – first, at the last meeting the committee talked about the mural representing the disenfranchised, which it is to include all not just some as it states “all are welcome in Selah” in the legal agreement; second, Mr. Carlson expressed his concern that not all members of the committee have viewed the design, and that the son of one the members had been attending in her place due to English proficiency issues, but he believes the member speaks great English and questioned the switch.

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 Marquis requested to move item 13-A to the consent agenda. Mayor Bell notified the Council that item 13-A will be moved to the consent agenda. Councilmember Monaghan second. Councilmember Costello moved to approve the Consent Agenda with amendments. Councilmember Iverson 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 from March 12, 2024 Study Session and Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
- C. Rocky Wallace * Resolution Authorizing the Mayor to “Task Order No. 2024-03” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 6 and Zone 3 Booster Pump Station Generator Project
- D. Rocky Wallace * Resolution Declaring the Well No. 3 Pump Replacement Project to be Complete and Accepting the Work and Materials

General Business

A. New Business

i. Kaylene Stiles and Richard Perez from United Way

Mayor Bell introduces Richard Perez and Faren Lange from United Way.

Mr. Perez, Director of Development for United Way, explains how the United Way can work with Selah to make it a better place for everyone. The United Way will celebrate their 70th anniversary in 2025. They have a rich history working with nonprofits in Yakima and Kittitas County to identify pressing needs in the community. All funds that are raised in Yakima County stay in the communities, the more money that is raised the more money there is for grants. The new granting cycle is approaching early this summer for fellow nonprofits, the grant application can be found on their portal. The United Way vets the local nonprofits and agencies that have received funding. Dolly Parton Imagination Library was started in Selah, now over 5 thousand children in Yakima County are enrolled. A large achievement for the organization this year was the ability to hire on the Marketing and Advancement Manager, Faren Lange.

Ms. Lange is passionate to get both boots on the ground and granting money to local nonprofits across the agency. She has been meeting with local Elected Officials to see what the local need is in each community. Granting may not always be the need, sometimes it is water or working with the school districts to be sure that kids have their basic needs to address generational poverty. She encouraged officials and local business owners to figure out what they are passionate about and how the United Way can partner with them to help.

Mr. Perez adds that this last grant cycle they were able to fund over 44 local agencies and nonprofits. Getting more input is going to be very effective. A moving truck was purchased to help move resources to the more unreached communities. An updated brochure is handed to Councilmembers and available to the public.

General Business

B. Old Business

i. Evaluation and Approval or Disapproval of Conceptual Design of Mural

Mayor Bell calls Courtney Hernandez and SAFE Committee members to the podium to present the conceptual design for the mural.

Ms. Hernandez, Amanda Watson, and Anita Callahan, members of the SAFE Committee introduce themselves. Ms. Hernandez states that all information asked for has been gathered, all members of the committee including Ms. McCartney and Mr. Sample have seen the design, voted, and accepted it. Ms. Hernandez asks if there are any questions.

Mayor Bell asks City attorney Rob Case to present on the City side.

Mr. Case lets Ms. Hernandez know that he did forward on the screenshot images and emails that have been exchanged to the City Council, Mayor, and City Administrator. Mr. Case introduces the additional blue sheet and proposed resolution with the words added in the therefore paragraph, no names shall be used or included in the design. This is just a proposed resolution, Council may take action or not, or amend it, tonight. Back on the first blue page the fully quoted summary agreement, one provision of the settlement agreement is to allow the mural and fund up to \$25,000 toward the mural on the approved design. The settlement agreement states that the mural shall communicate that all are welcome in Selah, not necessarily using words. The question for Council is, does the conceptual design fit with in the description in the settlement?

Ms. Watson is happy to speak to the concerns of all being welcome: We mean that, we are not here to snow anyone or be sneaky. We want to see a representation of everyone who lives here. The committee was made in large part by the City, we have been trying to connect since last July. We had a hard time getting the City's committee members to show up. The timeframe by which the settlement set forth has passed, we would like to get you what you need and are eager to get started.

Councilmember Iverson moves to approve the conceptual design. Councilmember Costello seconded. Mayor Bell restated the motion and asked for discussion. Hearing none, Mayor Bell asked for roll call.

Executive Assistant Morales called roll. Councilmember Monaghan – no; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

ii. Resumption of Appeal Hearing (“Appeal” of Decision on a Code Complaint)

Mayor Bell introduces City Attorney Case to present comments, focus of appeal is intended to be if the decision is correct or incorrect.

William Longmire comes to the podium. Mr. Longmire asks the council to find the missing inspection record. In his original complaint he states more than two violations, he thought that the emails would be turned over to Ms. Hamilton. It appears that not all the detailed information was there. Mr. Longmire asks for an overturn of the decision, a new investigation take place, and an audit of the City’s processes. RCW.19.27.050 states that we shall uphold the building code.

Councilmember Marquis asks if one of his concerns is that rebar was not in the footing before it was poured. Mr. Longmire states that there is an email from the contractor that states that there is not rebar in the footing, the Building Official has the emails. Councilmember Marquis clarifies that there is not a way to check for rebar now and asks Mr. Longmire what the desired outcome would be. Mr. Longmire says that the City believes they did no wrong and is not required to uphold the law, and he believes we need to change that mind set. He recommends that the Building Official and Building Inspector be certified. Mr. Longmire says a new investigation with all the information being there is all I am asking for.

Councilmember Iverson asks if the emails were requested and just not received. Mr. Longmire says that the Building Official has them and was CC’d on almost everything. Mr. Longmire states that he didn’t put everything in the timeline, he wanted to see how broken the process was. He is here to help fix it. Councilmember Iverson wants to see how we can prevent this in the future but this isn’t the matter at hand. Mr. Longmire hasn’t seen the documents and assumed they were not handed over, that is why he wants a new investigation.

City Administrator Rich Huebner states that Ms. Hamilton signed under penalty of perjury that she reviewed all documentation. Keep in mind the investigation and the processes are entirely different. Mr. Longmire says that the Building Official has the emails and that what Ms. Hamilton signed only focused on the garage footing, but the original complaint was for multiple issues.

Councilmember Peterson understands the frustration but it sounds like the frustration should be with the contractor. It sounds like the process is there or you wouldn’t be here. Maybe we need to streamline it to make it more user friendly. I really don’t see a remedy. Mr. Longmire states

that his job is to be sure his house is built correctly, however the Building Official and City Attorney at the time tells me there are no code issues. What am I to do.

Councilmember Monaghan says it seems the system isn't broken just issues within it that are failing. Mr. Longmire states that in the staff report that the City has no duty to enforce the code. So when I am told there is not issue what am I supposed to do. Councilmember Monaghan asks if you are asking for a new investigation do things need to be torn out. Mr. Longmire asks for the Council to find the inspection record for the rebar in the slab. It isn't there.

Councilmember Iverson states it says in the staff report that all the emails were considered. If we go back on this what will be reviewed that we are not seeing. Mr. Longmire says the inspection report doesn't exist, also Yakima couldn't verify they inspected it. Councilmember Iverson reads an email that states Mr. Longmire will operate as though there are no code compliance issues. Mr. Longmire says he didn't have a leg to stand on. He was being told there was no code issues. Councilmember Iverson asks how do we fix it, it was 5 years ago. Mr. Longmire states there is no inspector for the footing and slab.

Councilmember Costello asks but didn't Ms. Hamilton interview the inspector. Mr. Longmire states that was for the garage footings only. I guess I should have given her all the information myself, I assumed the process would bring it all to light. Never could I get a straight answer. Councilmember Costello asks how do we move forward. City Attorney Case says you could vote today or later. The timeframe for response in writing is 30 days. Mr. Longmire says I can bring back more information.

Councilmember Peterson says he doesn't see how bringing more information will impact whether or not the investigation was done completely. Councilmember Iverson agrees with Councilmember Peterson. Maybe we take a look into the process after this. City Administrator Huebner speaks to Councilmember Costello's question and restates what City Attorney Case said and letting the Council know that if they bring it back at the next meeting they will need to be prepared to have a written response two days after that meeting.

Councilmember Monaghan motions to repeal Ms. Hamilton's inspection. City Attorney Case asks repeal. City Administrator Huebner clarifies that Councilmember Monaghan wants to uphold the appeal and overturn the investigation. Councilmember Monaghan answers absolutely. Councilmember Iverson asks then what are we looking for the next time we look at this. City Attorney Case speaks to the inspection card, both parties are in agreeance that it does not exist. To reopen this investigation at this point, all statues of limitations have been met. Changing processes can still be done outside of this appeal. City Administrator Huebner continues that if the motion passes it would be asked for Council to give specific direction to what was not fulfilled in the investigation.

Mayor Bell states there is a motion on the floor, is there a second. Hearing none the motion fails.

Councilmember Peterson moves to deny the appeal and uphold the investigation. Councilmember Costello seconded. Mayor Bell restated the motion and asked for discussion.

Councilmember Iverson states that some of these things need to be brought up and see what we can do so this never happens again. Mayor Bell asks for discussion. Hearing none, Mayor Bell asked for roll call.

Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – absent; Councilmember Longmire – abstain, the appellant; Councilmember Iverson – yes. Motion passes.

City Attorney Case states he will bring a proposed written decision to the next Council Meeting. Mr. Case states that at any time Council can bring forward changes to the law or process. City Administrator Huebner offers to schedule a study session to look over all the processes that have been a part of this appeal.

Resolutions

13-B. Resolution approving a 6% increase to the City of Selah’s Solid Waste Utility rate, effective July 1, 2024.

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

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

Councilman Iverson asks if they are required to give us 30-day notice. City Administrator Huebner states that they are not required to give us notice per the contract. The City has to give the residents a 45-day notice. Councilmember Iverson asks if gas prices change will the rate change with the decrease. City Administrator Huebner answers most likely not. Councilmember Costello ask if there is not another surcharge and there is extra money from the 6% increase can it be carried over to next year to avoid a rate increase. City Administrator confirms that is possible and Council can change that at any time. Councilmember Peterson asks if the City or Basin collect for the garage bill and to clarify if the funds from the increase are carried over if extra is collected. City Administrator Huebner clarifies that funds are collected by the City, if there are extra funds, yes they can carry over.

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 – no; Councilmember Costello – yes; Councilmember Wickenhagen – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

13-C. Yakima County Development Association (YCDA) 2024-2028 Funding Request

Presented by City Administrator, Rich Huebner. After discussion,

Councilmember Iverson moved to approve the Resolution as presented with option B. Councilmember Monaghan seconded. Mayor Bell restated the motion and asked Council for discussion.

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 – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes

13-D. Resolution Authorizing the Mayor to Offer a Contractual Amendment to the Police Chief and, if the Police Chief Accepts Such Offer, Further Authorizing the Mayor to Sign and Enter into the Amendment on Behalf of the City

Presented by City Administrator, Rich Huebner. After presentation,

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

Councilmember Marquis asks for clarification on the vacation accrual, he will accrual 15 days this year. City Administration Huebner states that is correct, it is a prorated amount for this year but next year it will be the full 20 days. City Attorney Case added that he changed weeks to days.

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 – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

13-E. Resolution approving the reclassification of the Human Resources/Public Records Manager/Administrative Assistant and Clerk/Treasurer positions to Finance Director, authorizing the addition of a Human Resources & Community Outreach Specialist position, and approving the job descriptions for each.

Presented by City Administrator, Rich Huebner. After discussion,

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

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 – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

Ordinances

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

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

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

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 – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

14-B. Ordinance Amending the 2024 Budget to Approve Salary Adjustments, Position Reclassifications and Additions

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

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

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 – absent; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

Staff Updates:

The following staff members provided a department update.

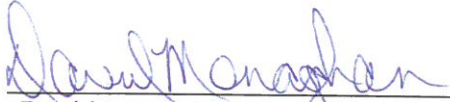
- Public Works Director, Rocky Wallace
- Fire Chief, James Lange
- Community Services Supervisor, Zack Schab
- Community Development Supervisor, Jeff Peters

Councilmember Marquis asks if a City Council member can be on Planning Commission. Mr. Peters states no, that is a conflict of interest. Councilmember Marquis asks if there is an update on the Climate Grant. City Administrator Huebner answers that he will be speaking on that.

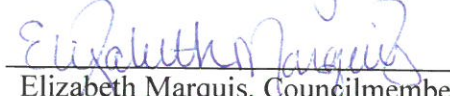
- Clerk/Treasurer, Kimberly Grimm
- City Administrator, Rich Huebner

City Administrator Huebner answers the question Councilmember Marquis asked about the update on the Climate Change Grant. Mr. Peters did a great job getting the information back to me. Councilmember Peterson asks if Tom Beckwith is aware of the decision made at the last council meeting. City Administrator Huebner answers yes.

Meeting ended at 8:25 p.m.



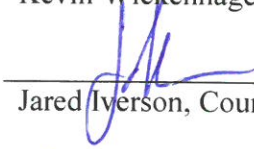
David Monaghan, Councilmember



Elizabeth Marquis, Councilmember

ABSENT

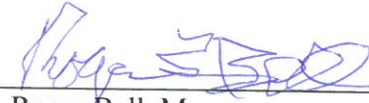
Kevin Wickenhagen, Councilmember



Jared Iverson, Councilmember

ATTEST:


Kimberly Grimm, Clerk/Treasurer



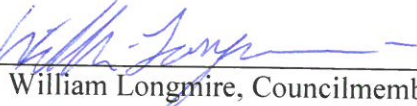
Roger Bell, Mayor



Clifford Peterson, Councilmember



Michael Costello, Councilmember



William Longmire, Councilmember