



SELAH CITY COUNCIL

Regular Meeting

September 9, 2025

5:30 p.m.: Regular Scheduled Meeting

Significant items on the Agenda – such as Consent Agenda Items, Public Hearings, Ordinances and Resolutions – will have an explanatory Agenda Item Sheet (AIS)

A yellow AIS cover page indicates an action item.

A blue AIS cover page indicates an informational/non-action item.



Selah City Council
Meeting Date: September 9, 2025
5:30 p.m.: Regular Meeting

Mayor and Interim City Administrator:	Roger Bell
Mayor Pro Tempore + Councilmember:	Mike Costello
Councilmembers:	Melissa Maxwell Jared Iverson Elizabeth Marquis Clifford Peterson William Longmire David Monaghan
City Administrator:	
City Attorney:	Rob Case
City Clerk:	Courtney McGarity

City of Selah
115 W. Naches Ave.
Selah, WA 98942

AGENDA

- 1) **Call to Order – Mayor Bell**
- 2) **Roll Call**
- 3) **Registering in record of councilmember absence(s) as excused absence(s), per SMC 1.06.070**
- 4) **Pledge of Allegiance**
- 5) **Invocation with Josiah Shenk of Harvest Community Church**
- 6) **Announcement of changes, if any, from previously published Agenda**
- 7) **Getting to know local businesses, agencies and/or people (up to 5 minutes total)**
- 8) **Comments from the public (up to 30 minutes total)**

The City of Selah is a non-charter code city, and we are presently conducting a regular meeting between the Mayor and City Council. A maximum of thirty minutes will be allotted for public comments.

Common-sense standards of decorum apply. Comments must be respectful; no profanity or insults are allowed. Comments pertaining to City business and official actions are the most valued, but comments pertaining to City officials' ability to fulfill their job duties due to events, actions, or activities that occurred outside the scope of their duties as a city official may also be offered. Constructive criticism of City officials is allowed including constructive criticism specifically mentioning City officials or employees by name as to official actions, but defamation, personal attacks and impertinent assertions are not allowed.

Commenters are limited to one comment per meeting, and each comment is subject to a duration limit. City staff may disallow or modify any received written comment that exceeds its duration limit or that is deemed inappropriate, and the Mayor or Presiding Officer may turn off the podium microphone or otherwise silence any in-person comment that exceeds its duration limit or is deemed inappropriate.

These standards are subject to revision and will be updated whenever necessary to comply with constitutional requirements.

- A. Pre-arranged oral comments (up to 5 minutes each):
 - Pattie Graffe – SDA
- B. Reading of received written comments (up to 2 minutes each): None
- C. Oral comments by people in attendance (up to 2 minutes each):

9) **Proclamations/Announcements**

- A. Proclamation by the Mayor of Selah Regarding Mental Health Awareness

10) **Consent Agenda**

Consent Agenda items are listed with an asterisk (). Those items are considered routine and will be addressed via joint motion, without any discussion or debate. However, upon the request of any Councilmember an item will be removed from the Consent Agenda, will be addressed separately, and will be subject to discussion and debate.*

- A. Courtney McGarity * Approval of Minutes from August 26, 2025 Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
- C. Jennifer Leslie * Minutes from June 17, 2025 & July 1, 2025 Planning Commission Meeting
- D. Rob Case * Resolution Authorizing Payment to Selah Alliance for Equality (SAFE) for Creation and Installation of Mural
- E. Kimberly Grimm * Resolution Authorizing the Mayor to Sign a Three-Page Order Form/Agreement with Springbrook Express

11) **General Business**

- A. New Business – None
- B. Old Business – None

12) **Public Hearings**

- A. Public Information Meeting to Receive a Presentation by HLA Pertaining to the City's Wastewater Treatment Plant

13) **Resolutions**

- A. Kimberly Grimm Resolution Reclassifying the Part-Time Office Assistant Position to a New Position of Financial Specialist, Approving a New Job Description, and Setting a Wage Range for the Position

14) **Ordinances – None**

15) **Reports/Announcements**

- A. Departments
- B. Councilmembers, personally and on behalf of committees and boards
- C. City Attorney
- D. City Administrator
- E. Mayor or Presiding Officer, personally and on behalf of committees and board

16) **Closed Session** – None

17) **Executive Session** – None

18) **Adjournment**

Next Regular Meeting: September 23, 2025

Next Study Session: September 23, 2025



CITY OF SELAH

115 West Naches Ave
Selah, WA 98942

P: 509-698-7328
F: 509-698-7338

CITY OF SELAH PROCLAMATION #2025-03

PUBLIC PROCLAMATION BY THE MAYOR OF SELAH REGARDING MENTAL HEALTH AWARENESS

WHEREAS, mental health issues continue to arise as cause for everyday responses that many refuse to discuss due to perceived stigmas; and

WHEREAS, September 10th has been recognized as “International Mental Health Awareness Day” by world health organizations and we wish to connect people with the resources that they need; and

WHEREAS, the entire month of September has been globally declared to be an opportunity to raise the visibility of mental health issues including proactive suicide prevention; and

WHEREAS, we want to start the conversation, destigmatize it and help connect people with the appropriate support services associated with all forms of mental health; and

Whereas, we all experience relationships with others including friends, family, service members, social media connections and neighbors that struggle with mental health issues,

NOW, THEREFORE, as Mayor, I hereby proclaim September 10th and the month of September as mental health awareness day/month within the City of Selah and call upon all citizens to understand mental health through educating themselves, supporting those organizations working on the front lines and by taking an active part in the discussion. In addition, I invite all to attend a dedication ceremony of Selah’s first “Wind Phone” at Playland Park 6:00 PM September 10th. Your presense is a physical demonstration of your support for addressing positive mental health for all of Selah.

ISSUED THIS 9th DAY OF SEPTEMBER, 2025

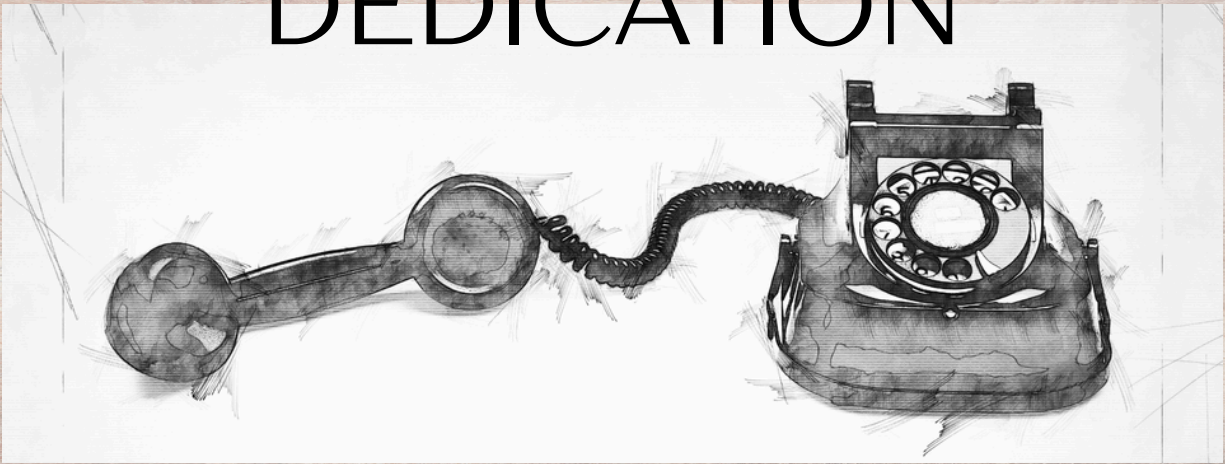
Roger Bell, Mayor

ATTEST: _____
Courtney McGarity, City Clerk



JOIN US FOR OUR FIRST

WIND PHONE DEDICATION



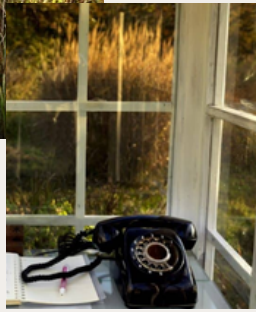
WEDNESDAY, SEPTEMBER 10, 2025 | 6:00PM

PLAYLAND RIVERSIDE PARK

19 GOLF COURSE RD SELAH WA 98942

This heartfelt addition to the City of Selah offers a quiet place to speak the words you wish you could share. All are welcome to attend this special moment of peace, memory, and community.

The Wind Telephone



When 19,000 people swept out to sea,
a young man bought an old phone booth
and placed it in his Japanese garden.
How do we stay connected to the dead?
How do we grieve?
We play piano and pray into the night.
We hear them in the silence as a tear traces
a cheek and the crickets and frogs
send up their racket to the moon.
We might say little, or nothing.
Farmers and fishermen calling wives,
mothers, daughters, sons, fathers,
the children and parents, all gone.
The dial tone is silent and the ringing
reaches up to the clouds:
"Hello, if you're out there, please listen to me.
Please, be okay. Please: be okay.
Without all of you, it's meaningless.
Have a good trip. Good luck."
As if they could hear them
and would be home in time
for supper.

– STUART GUNTER

*"Because my thoughts could not be
relayed over a regular phone line, I
wanted them to be carried on the
wind."*

– ITARU SASAKI

From Japan to the world



Wind phones, while physical in form, hold a deeply spiritual significance. Originating from Japan, these disconnected phones offer a unique way to remain connected to departed loved ones.

Itaru Sasaki, a garden designer, conceived the first wind phone in 2010 as a means to cope with the loss of his cousin. "Because my thoughts could not be relayed over a regular phone line, I wanted them to be carried on the wind," he expressed.

Opened to the public in the aftermath of a devastating earthquake and tsunami that claimed over 15,000 lives in 2011, Sasaki's wind phone received over 30,000 visitors, serving as a conduit for solace and remembrance. These poignant instruments have since sprouted up across the world, finding homes in public parks and front lawns alike.



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 10A

Action Item

Title: Approval of Meeting Minutes from August 26, 2025 Council Meeting

From: Courtney McGarity, City Clerk

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken: None**

City of Selah City Council
Regular Meeting Minutes
August 26, 2025



Call to Order

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

Roll Call

Councilmembers Present: William Longmire, Jared Iverson, Clifford Peterson, Melissa Maxwell, Mike Costello, David Monaghan, Elizabeth Marquis

Staff Present: Roger Bell, Mayor; Rob Case, City Attorney; Jim Lange, Fire Chief; Dustin Soptich, Police Chief; Steve Zetz, Community Development Supervisor; Zack Schab, Recreation + Tourism Manager; Ron Anderson, Facilities Coordinator; Kimberly Grimm, Finance Director; Courtney McGarity, City Clerk

Staff Absent: Rocky Wallace, Public Works Director

Pledge of Allegiance was said by all in attendance

Invocation

Aaron Crumrine of Selah Covenant Church provided prayer.

Announcement of Changes

Addition of 30-minute Executive Session RCW 42.30.110(g); RE: Employee Performance and RCW 42.30.110(i); RE: Litigation

Pre-Arranged Oral Comments from the Public

- Pattie Graffe – Provided updates from Selah Downtown Association

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.

Approved Consent Agenda

- | | | |
|----|-------------------|--|
| A. | Courtney McGarity | * Approval of Minutes of August 12, 2025 Council Meeting |
| B. | Kimberly Grimm | * Approval of Claims & Payroll |

- C. Steve Zetz * Resolution Authorizing the Mayor or City Staff to Sign a Six-Page “Granicus Proposal for Selah, WA” in order to Renew the City’s Software License with SmartGov
- D. Rocky Wallace * Resolution Adopting the “Selah Transit Development Plan 2025-2031 and 2024 Annual Report”
- E. Rocky Wallace * Resolution Authorizing the Mayor to Sign a Seven-Page Contract with Specialized Pavement Marking, LLC, for the 2025 Crack Seal Project
- F. Rocky Wallace * Resolution Authorizing the Mayor to Sign a Six-Page Contract with Empire-EWP, LLC, for the City’s Well No. 9 Drilling (Re-Bid) Project

Councilmember Peterson moved to approve the Consent Agenda. Councilmember Costello seconded. Mayor Bell asked Council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion and approve the Consent Agenda. All are in favor. Motion carries by voice vote.

General Business

1) General Business

A. New Business

The following Informational Items are First Presentations. Final action will be sought at a later date.

- 1. Rob Case Preliminary Discussion Concerning a Future Vote, Pursuant to SMC 1.06.010, as to Rescheduling the Initial November 2025 Meeting Date – Conflicition with Veteran’s Day

Councilmember Iverson made a motion to move the first meeting of November to November 12th at 4:30/5:30PM. Councilmember Peterson seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

B. Old Business

The following Informational Items are First Presentations. Final action will be sought at a later date.

- 1. Rob Case Status Update of Work on a To-be-Proposed “Ordinance Updating Provisions of Selah Municipal Code with Regard to Unlawful Parking

Resolutions

- | | | |
|----|----------|---|
| A. | Rob Case | Resolution Authorizing an Expenditure for the Purchase of Replacement Computers, Related Items and Related Service Work |
| B. | Rob Case | Resolution Authorizing the Mayor to Sign Seven-Collective-Page Agreement with Architect Studio Meng Strazzara, Inc. |

- A. Councilmember Costello moved to approve the Resolution. Councilmember Maxwell seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.
- B. Councilmember Peterson moved to approve the Resolution. Councilmember Costello seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

Staff Reports/Announcements

The following staff members provided a department report:

- Kimberley Grimm, Finance Director
- Zack Schab, Recreation + Tourism Manager
- Jim Lange, Fire Chief
- Steve Zetz, Community Development Supervisor
- Dustin Soptich, Police Chief
- Courtney McGarity, City Clerk

Councilmember Reports

- Councilmember Longmire – SPRSA will install shade structures and an AED later this year
- Councilmember Iverson – Attending the upcoming Steering Committee meeting; many surrounding recreation departments expecting budget cuts and loss of programs, which could higher enrollment in Selah programs
- Councilmember Peterson – Open swim season has ended; an AED will be installed on the outside of the aquatic center allowing anyone to utilize it by dialing an emergency number for assistance
- Councilmember Costello – Attended the Emergency Management Services meeting last week to discuss the upcoming budget
- Councilmember Monaghan – Received a quilt from Quilts of Valor; a dedication of the new flagpole at the Civic Center is expected to take place on Veteran's Day
- Councilmember Marquis – Attending the upcoming Steering Committee and School Board meetings

City Attorney Report

Continuing to have discussions concerning public defender standards changes and will bring forth information to Council as it becomes available.

Mayor's Report

Councilmembers Iverson and Costello will attend a meeting this Thursday for recommendation of engineering services in the upcoming year; the 250th anniversary of the United States' Declaration of Independence is coming in 2026, and the City of Selah will be incorporating commemorative themes throughout the year's community events; Todd Nottingham has been appointed to the Planning Commission.

Executive Session – 30 minutes

RCW 42.30.110(g); RE: Employee Performance and RCW 42.30.110(i); RE: Litigation

Entering Executive Session at 6:55 p.m. to end at 7:26 p.m.

Executive Session paused at 7:26 p.m. with no decisions made/no votes taken.

Executive Session resumed for 30 minutes to end at 7:57 p.m.

Executive Session ended at 7:57 p.m. with no decisions made/no votes taken.

Adjournment

Councilmember Iverson moved to adjourn the meeting. Councilmember Monaghan seconded. Mayor Bell adjourned.

Meeting ended at 7:58 p.m.

Roger Bell, Mayor

David Monaghan, Councilmember

Clifford Peterson, Councilmember

Elizabeth Marquis, Councilmember

Michael Costello, Councilmember

Melissa Maxwell, Councilmember

William Longmire, Councilmember

Jared Iverson, Councilmember

ATTEST:

Courtney McGarity, City Clerk



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 10B

Action Item

Title: Approval of Claims and Payroll

From: Kimberly Grimm, City Clerk/Treasurer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: See attached payroll and claims directories

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None

CHECK REGISTER

City Of Selah

Time: 10:22:09 Date: 09/03/2025

09/05/2025 To: 09/05/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5866	09/05/2025	Payroll	1	EFT		909.53	Aug 1-31 2025 Pay Period
5867	09/05/2025	Payroll	1	EFT		220.42	Aug 1-31 2025 Pay Period
5868	09/05/2025	Payroll	1	EFT		295.42	Aug 1-31 2025 Pay Period
5870	09/05/2025	Payroll	1	EFT		295.42	Aug 1-31 2025 Pay Period
5871	09/05/2025	Payroll	1	EFT		295.42	Aug 1-31 2025 Pay Period
5872	09/05/2025	Payroll	1	EFT		295.42	Aug 1-31 2025 Pay Period
5873	09/05/2025	Payroll	1	EFT		295.42	Aug 1-31 2025 Pay Period
5874	09/05/2025	Payroll	1	EFT		2,137.86	Aug 16-31 2025 Pay Period
5875	09/05/2025	Payroll	1	EFT		2,039.54	Aug 16-31 2025 Pay Period
5876	09/05/2025	Payroll	1	EFT		2,193.87	Aug 16-31 2025 Pay Period
5877	09/05/2025	Payroll	1	EFT		2,093.08	Aug 16-31 2025 Pay Period
5878	09/05/2025	Payroll	1	EFT		3,025.53	Aug 16-31 2025 Pay Period
5879	09/05/2025	Payroll	1	EFT		2,021.18	Aug 16-31 2025 Pay Period
5880	09/05/2025	Payroll	1	EFT		2,839.04	Aug 16-31 2025 Pay Period
5881	09/05/2025	Payroll	1	EFT		2,106.13	Aug 16-31 2025 Pay Period
5882	09/05/2025	Payroll	1	EFT		2,002.03	Aug 16-31 2025 Pay Period
5883	09/05/2025	Payroll	1	EFT		2,145.93	Aug 16-31 2025 Pay Period
5884	09/05/2025	Payroll	1	EFT		4,500.48	Aug 16-31 2025 Pay Period
5885	09/05/2025	Payroll	1	EFT		2,231.43	Aug 16-31 2025 Pay Period
5886	09/05/2025	Payroll	1	EFT		3,044.49	Aug 16-31 2025 Pay Period
5887	09/05/2025	Payroll	1	EFT		2,129.54	Aug 16-31 2025 Pay Period
5888	09/05/2025	Payroll	1	EFT		2,729.74	Aug 16-31 2025 Pay Period
5889	09/05/2025	Payroll	1	EFT		2,056.68	Aug 16-31 2025 Pay Period
5890	09/05/2025	Payroll	1	EFT		1,122.20	Aug 16-31 2025 Pay Period
5891	09/05/2025	Payroll	1	EFT		1,906.73	Aug 16-31 2025 Pay Period
5892	09/05/2025	Payroll	1	EFT		893.62	Aug 16-31 2025 Pay Period
5893	09/05/2025	Payroll	1	EFT		2,396.97	Aug 16-31 2025 Pay Period
5894	09/05/2025	Payroll	1	EFT		2,253.16	Aug 16-31 2025 Pay Period
5895	09/05/2025	Payroll	1	EFT		2,170.73	Aug 16-31 2025 Pay Period
5896	09/05/2025	Payroll	1	EFT		2,017.76	Aug 16-31 2025 Pay Period
5897	09/05/2025	Payroll	1	EFT		3,628.05	Aug 16-31 2025 Pay Period
5898	09/05/2025	Payroll	1	EFT		2,333.02	Aug 16-31 2025 Pay Period
5899	09/05/2025	Payroll	1	EFT		1,633.72	Aug 16-31 2025 Pay Period
5900	09/05/2025	Payroll	1	EFT		2,148.42	Aug 16-31 2025 Pay Period
5901	09/05/2025	Payroll	1	EFT		3,812.65	Aug 16-31 2025 Pay Period
5902	09/05/2025	Payroll	1	EFT		1,974.83	Aug 16-31 2025 Pay Period
5903	09/05/2025	Payroll	1	EFT		2,014.96	Aug 16-31 2025 Pay Period
5904	09/05/2025	Payroll	1	EFT		2,092.92	Aug 16-31 2025 Pay Period
5905	09/05/2025	Payroll	1	EFT		2,721.70	Aug 16-31 2025 Pay Period
5906	09/05/2025	Payroll	1	EFT		1,929.58	Aug 16-31 2025 Pay Period
5907	09/05/2025	Payroll	1	EFT		2,404.30	Aug 16-31 2025 Pay Period
5908	09/05/2025	Payroll	1	EFT		1,544.87	Aug 16-31 2025 Pay Period
5909	09/05/2025	Payroll	1	EFT		1,365.62	Aug 16-31 2025 Pay Period
5910	09/05/2025	Payroll	1	EFT		1,932.29	Aug 16-31 2025 Pay Period
5911	09/05/2025	Payroll	1	EFT		1,386.10	Aug 16-31 2025 Pay Period
5912	09/05/2025	Payroll	1	EFT		1,881.95	Aug 16-31 2025 Pay Period
5913	09/05/2025	Payroll	1	EFT		3,492.15	Aug 16-31 2025 Pay Period
5914	09/05/2025	Payroll	1	EFT		2,376.90	Aug 16-31 2025 Pay Period
5915	09/05/2025	Payroll	1	EFT		2,182.58	Aug 16-31 2025 Pay Period
5916	09/05/2025	Payroll	1	EFT		3,884.35	Aug 16-31 2025 Pay Period
5917	09/05/2025	Payroll	1	EFT		3,091.26	Aug 16-31 2025 Pay Period
5918	09/05/2025	Payroll	1	EFT		2,027.72	Aug 16-31 2025 Pay Period
5919	09/05/2025	Payroll	1	EFT		2,080.68	Aug 16-31 2025 Pay Period
5920	09/05/2025	Payroll	1	EFT		2,710.46	Aug 16-31 2025 Pay Period
5921	09/05/2025	Payroll	1	EFT		2,792.04	Aug 16-31 2025 Pay Period
5922	09/05/2025	Payroll	1	EFT		2,807.33	Aug 16-31 2025 Pay Period
5923	09/05/2025	Payroll	1	EFT		2,078.79	Aug 16-31 2025 Pay Period
5924	09/05/2025	Payroll	1	EFT		1,959.22	Aug 16-31 2025 Pay Period
5925	09/05/2025	Payroll	1	EFT		2,578.54	Aug 16-31 2025 Pay Period
5926	09/05/2025	Payroll	1	EFT		3,165.87	Aug 16-31 2025 Pay Period

CHECK REGISTER

City Of Selah

Time: 10:22:09 Date: 09/03/2025

09/05/2025 To: 09/05/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5927	09/05/2025	Payroll	1	EFT		2,585.40	Aug 16-31 2025 Pay Period
5928	09/05/2025	Payroll	1	EFT		2,228.11	Aug 16-31 2025 Pay Period
5929	09/05/2025	Payroll	1	EFT		2,553.87	Aug 16-31 2025 Pay Period
5930	09/05/2025	Payroll	1	EFT		2,921.87	Aug 16-31 2025 Pay Period
5931	09/05/2025	Payroll	1	EFT		2,124.08	Aug 16-31 2025 Pay Period
5932	09/05/2025	Payroll	1	EFT		2,559.60	Aug 16-31 2025 Pay Period
5933	09/05/2025	Payroll	1	EFT		2,257.09	Aug 16-31 2025 Pay Period
5934	09/05/2025	Payroll	1	EFT		2,601.82	Aug 16-31 2025 Pay Period
5935	09/05/2025	Payroll	1	EFT		2,533.58	Aug 16-31 2025 Pay Period
5936	09/05/2025	Payroll	1	EFT		2,495.16	Aug 16-31 2025 Pay Period
5937	09/05/2025	Payroll	1	EFT		4,229.88	Aug 16-31 2025 Pay Period
5938	09/05/2025	Payroll	1	EFT		2,224.79	Aug 16-31 2025 Pay Period
5939	09/05/2025	Payroll	1	EFT		3,053.32	Aug 16-31 2025 Pay Period
5940	09/05/2025	Payroll	1	EFT		2,146.29	Aug 16-31 2025 Pay Period
5941	09/05/2025	Payroll	1	EFT		2,077.40	Aug 16-31 2025 Pay Period
5942	09/05/2025	Payroll	1	EFT		1,995.18	Aug 16-31 2025 Pay Period
5943	09/05/2025	Payroll	1	EFT		1,286.41	Aug 16-31 2025 Pay Period
5944	09/05/2025	Payroll	1	EFT		3,689.30	Aug 16-31 2025 Pay Period
5945	09/05/2025	Payroll	1	EFT		1,390.58	Aug 16-31 2025 Pay Period
5946	09/05/2025	Payroll	1	EFT		3,165.62	Aug 16-31 2025 Pay Period
5947	09/05/2025	Payroll	1	EFT		2,883.48	Aug 16-31 2025 Pay Period
5948	09/05/2025	Payroll	1	EFT		3,346.57	Aug 16-31 2025 Pay Period
5949	09/05/2025	Payroll	1	EFT		3,065.21	Aug 16-31 2025 Pay Period
5869	09/05/2025	Payroll	1	86824		295.42	Aug 1-31 2025 Pay Period

001 General Fund	47,820.44
103 Fire Control	54,873.29
110 City Street	14,952.23
118 Civic Center	3,949.12
119 Transit	1,103.84
411 Water	24,766.58
415 Sewer	37,810.50
420 Solid Waste	1,131.67

186,407.67 Payroll: 186,407.67

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Selah, and that I am authorized to authenticate and certify to said claim.

Payroll Specialist

Finance Director

Subscribed this _____ day of _____, _____

The following voucher/checks are approved for payment:

Voucher/check number _____ through _____ Total \$ _____



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 10C

Informational Item

Title: Minutes from June 17, 2025 & July 1, 2025 Planning Commission Meeting

From: Jennifer Leslie, Building Permit Technician

Action Requested: Informational - No Action Needed

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: N/A

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Action Taken: None

City of Selah
Planning Commission Minutes
June 17, 2025

A. Call to Order

Chairman Smith calls the meeting to order at 5:31pm.

B. Roll Call

Members Present: Chairman Smith, Vice Chair Apodaca, Commissioner: Graf & Elliott.
Members Absent: Open Position.
Staff Present: Steve Zetz, City Planner.
Guest: None.

C. Agenda Changes

D. Communications

1. Oral - None
2. Written - None

E. Approval of Minutes

1. Approval of minutes from May 06, 2025.

Chairman Smith asks for a motion to approve the minutes from the May 06, 2025 meeting.

Commissioner Elliott motions to approve.

Commissioner Graf seconds.

Minutes are approved with a voice vote of 4-0.

F. Public Hearings

Open Public Hearing for Primrose Phase III Major Rezone (CPA-2025-001, SEPA-2025-004, & RZ-2025-001)

Chairman Smith opens the Public Hearing.

Mr. Zetz presents the Staff Report for the Primrose Phase III Major Rezone.

Public Comments of disapproval and concern were provided by Allison Larson, owner/landlord of adjacent property; Carol Holden, owner of nearby residence; Emily Hurley and Brady Beck, tenant of adjacent rental.

Mr. Zetz makes corrections and clarifications to public comments.

Chairman Smith closes the Public Hearing.

Discussion takes place with Mr. Zetz and Planning Commission.

Chairman Smith makes a motion to continue the Primrose Phase III Comprehensive Plan Map Amendment Public Hearing on July 01, 2025 to allow the applicant/developer to be present.

Commissioner Graf seconds.

Voice vote resulting in 2-2.

Motion did not pass.

Chairman Smith makes a motion to continue the Primrose Phase III Comprehensive Plan Map Amendment Public Hearing on July 01, 2025 to allow the applicant/developer to be present.

Commissioner Graf seconds.

The Primrose Phase III Comprehensive Plan Map Amendment Public Hearing will be continued to July 01, 2025 with a voice vote of 3-1.

Chairman Smith makes a motion to continue the Primrose Phase III Major Rezone Public Hearing on July 01, 2025.

Commissioner Elliott seconds.

The Primrose Phase III Major Rezone Public Hearing will be continued to July 01, 2025 with a voice vote of 4-0.

G. General Business

1. Old Business - None
2. New Business - None

H. Reports/Announcements

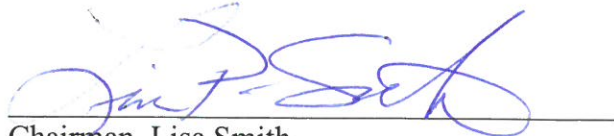
1. Chairman – None
2. Commissioners – None
3. Staff – None

I. Adjournment

Chairman Smith motions to adjourn.

Commissioner Graf seconds.

Chairman Smith adjourns the meeting at 7:42pm with a voice vote of 4-0.



Chairman, Lisa Smith

City of Selah
Planning Commission Minutes
July 01, 2025

A. Call to Order

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

B. Roll Call

Members Present: Chairman Smith, Vice Chair Apodaca, Commissioner: Graf & Elliott.
Members Absent: Open Position.
Staff Present: Steve Zetz, City Planner.
Guest: None.

C. Agenda Changes

D. Communications

1. Oral - None

2. Written - None

E. Approval of Minutes

F. Public Hearings

Continuance of the Open Public Hearing for Primrose Phase III Major Rezone (CPA-2025-001, SEPA-2025-004, & RZ-2025-001)

Chairman Smith opens the Public Hearing.

Mr. Zetz presents the Staff Report for the Primrose Phase III Major Rezone.

Public Comments were provided by Don Poston, project architect and Jeff Wyss, developing partner.

Chairman Smith closes the Public Hearing.

Discussion takes place with Mr. Zetz and Planning Commission.

Chairman Smith makes a motion to approve the Primrose Phase III Comprehensive Plan Map Amendment and move the Planning Commission Findings to the City Council.

Commissioner Graf seconds.

Roll Call vote taken.

Chairman Smith, yes; Vice Chair Apodaca, no; Commissioner Graf, yes; Commissioner Elliott, no.

Motion did not pass.

Commissioner Graf changes his vote to move the Planning Commission Findings to the City Council.

Chairman Smith makes a motion to vote on the Primrose Phase III Comprehensive Plan Map Amendment and move the Planning Commission Findings to the City Council.

Commissioner Graf seconds.

Roll Call vote taken.

Chairman Smith, yes; Vice Chair Apodaca, no; Commissioner Graf, no; Commissioner Elliott, no.

The Planning Commission Findings of disapproval for the Primrose Phase III Comprehensive Plan Map Amendment will move to the City Council with a vote of 3-1.

Commissioner Elliott makes a motion for Chairman Smith to sign the Planning Commission Findings.

Commissioner Graf seconds.

Chairman Smith is approved to sign the Planning Commission Findings with a voice vote of 4-0.

Chairman Smith opens the Public Hearing.

Mr. Zetz reads the Quasi-Judicial Statement and Appearance of Fairness.

No conflicts are identified.

Mr. Zetz presents the Staff Report for the Primrose Phase III Major Rezone.

Chairman Smith closes the Public Hearing.

Chairman Smith makes a motion to not approve the Primrose Phase III Major Rezone and move the Planning Commission Findings to the City Council.

Commissioner Elliott seconds.

The Planning Commission Findings of disapproval for Primrose Phase III Major Rezone will move to the City Council with a voice vote of 4-0.

Commissioner Elliott makes a motion to approve Mr. Zetz to draft the Planning Commission Findings and for them to be signed by Chairman Smith.

Chairman Smith seconds.

Mr. Zetz is approved to draft the Planning Commission Finding and Chairman Smith to sign them with a voice vote of 4-0.

G. General Business

1. Old Business - None
2. New Business - None

H. Reports/Announcements

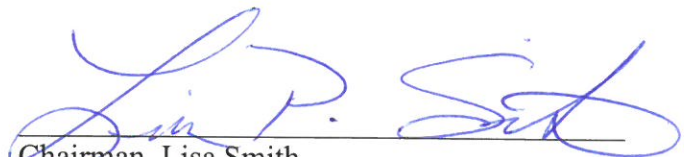
1. Chairman - None
2. Commissioners - None
3. Staff - None

I. Adjournment

Chairman Smith motions to adjourn.

Commissioner Elliott seconds.

Chairman Smith adjourns the meeting at 7:05pm with a voice vote of 4-0.



Chairman, Lisa Smith



Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 10D

Action Item

Title: Resolution Authorizing Payment to Selah Alliance for Equality (SAFE) for Creation and Installation of Mural

From: Rob Case, City Attorney

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: \$25,000.00, which the City is contractually obligated to pay.

Funding Source: 001, General Fund

Background/Findings/Facts: In mid-2022, the City entered into a seven-page Settlement Agreement with the Selah Alliance for Equality (SAFE) group. Paragraph 3.f. of the Settlement Agreement contractually obligates the City “to pay up to \$25,000.00 toward the mural” that the SAFE group agreed to have designed and installed on a city-owned wall along North First Street. The City Council approved the mural’s design and authorized its installation via Resolution No. 3141, dated August 13, 2024. Members contractors of the SAFE group completed the installation of the mural in late-2024.

Members of the SAFE group have now presented copies of invoices and receipts, to substantiate the total costs incurred to design and install the mural – and such total costs exceed the \$25,000.00 that the City is contractually obligated to pay.

City staff recommends that the City Council authorize the Finance Director to issue payment to the SAFE group for the contractually-obligated amount of \$25,000.00, by approving the attached proposed Resolution. This expenditure was contemplated when the City’s 2025 budget was prepared and approved (via Resolution No. 2237, on November 12, 2024). Accordingly, a budget adjustment will not be necessary; the money was previously set aside/allocated for this expenditure.

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

///

///

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
Mid-2022	[Parties' Execution of a Seven-Page] Settlement Agreement (which via its paragraph 3.f. obligates the City to pay \$25,000.00 toward the mural's creation and installation)
08/13/2024	Resolution No. 3141: Resolution Approving Final Mural Design, Authorizing its Installation, and Authorizing Request for Reimbursement

RESOLUTION NO. _____

RESOLUTION APPROVING PAYMENT TO SELAH ALLIANCE FOR
EQUALITY (SAFE) FOR CREATION AND INSTALLATION OF MURAL

WHEREAS, the City is contractually obligated – via a seven-page Settlement Agreement that was entered into in mid-2022 – “to pay up to \$25,000.00 towards the mural” that the Selah Alliance for Equality (SAFE) group agreed to have designed and installed on a city-owned wall along North First Street; and

WHEREAS, the City Council approved the mural’s design and authorized its installation via Resolution No. 3141, dated August 13, 2024; and

WHEREAS, members and contractors of the SAFE group completed the installation of the mural in late-2024; and

WHEREAS, members of the SAFE group have now presented copies of invoices and receipts, to substantiate the total costs incurred to design and install the mural – and such total costs exceed the \$25,000.00 that the City is contractually obligated to pay; and

WHEREAS, City staff recommends that the City Council authorize the Finance Director to issue payment to the SAFE group for the contractually-obligated amount of \$25,000.00; and

WHEREAS, the City Council found that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Finance Director be and is authorized to issue payment to the SAFE group in the amount of \$25,000.00 via physical check or an electronic funds transfer.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of September, 2025.

ATTEST:

Roger Bell, Mayor

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney

BILL FOR SERVICES

Mindy Clark

10 LYNWOOD LANE
SELAH, WA 98942

Date

12/16/2024

To

**SELAH ALLIANCE FOR EQUALITY
CITY OF SELAH**

DESIGN DEVELOPMENT, PROJECT MANAGEMENT, AND INSTALLATION
OF "THE COMMUNITY UNITY MURAL" ON NORTH FIRST STREET IN
THE CITY OF SELAH.

FEE: \$8.00 PER SQUARE FOOT (discounted rate for S.A.F.E.)

MURAL SIZE: 320ft x 15ft = 4800sq.ft.

4800x8=38,400

TOTAL DUE: \$38,400

Thank you

Tel: 509-580-1069

Email: redartstudios@yahoo.com

INVOICE

Mindy Clark

10 LYNWOOD LANE SELAH, WA 98942

Date **2/6/2025**

To **SELAH ALLIANCE FOR EQUALITY and CITY OF SELAH**

SERVICE: DESIGN DEVELOPMENT, PROJECT MANAGEMENT, AND
INSTALLATION OF THE "COMMUNITY UNITY MURAL" ON NORTH FIRST STREET
IN THE CITY OF SELAH. January 2024-November 2024.

FEE: \$8.00 per sq.ft.

FEE PER SQ FOOT is the standard practice for mural artists to determine the cost of each project. Average rate is \$24-\$50 sq/ft.
My rate does not include the cost of paint or equipment and an additional discount was applied because of the importance of the project.

MURAL SIZE: 4800 sq.ft. (320ft x 15ft)

\$8.00 X 4800 sq.ft.= \$38,400

TOTAL DUE: \$38,400

Thank you

Tel: 509-580-1069

Email: redartstudios@yahoo.com

INVOICE

Mindy Clark

10 LYNWOOD LANE SELAH, WA 98942

Date **2/6/2025**

To **SELAH ALLIANCE FOR EQUALITY and CITY OF SELAH**

MATERIALS PURCHASED: Receipts attached

Michaels	Paint for the mural mockup	\$74.63
Ace Hardware	Rollers, buckets, tape, poles, etc....	\$281.88
Standard Paint	Corotech Paints for mixing the colors	\$346.30
Dollar Tree	Small containers, safety signs, brushes	\$32.49
Standard Paint	Corotech white, 1 gallon	\$86.58

TOTAL: \$821.88

Thank you

Tel: 509-580-1069

Email: redartstudios@yahoo.com

CHECKOUT OUR FACEBOOK PAGE
FACEBOOK.COM/YAKIMAACE

08/09/24 10:58AM CC22

577 SALE

2008811	3	EA	\$8.99	EA
SPRINGCLAMP3"PLASTIC IRW				\$26.97
90707	1	EA	\$7.99	EA
CARTON SEAL TAPE CLEAR				\$7.99
1006678	1	EA	\$9.99	EA
ACE BEST RLR W 4X3/8 5PK				\$9.99
2135317	3	EA	\$3.99	EA
BLOCK MAGNET 1/2"X1"X2"				\$11.97
1006678	1	EA	\$9.99	EA
ACE BEST RLR W 4X3/8 5PK				\$9.99
12945	7	EA	\$4.79	EA
ROLLER FRAME 9" 5 WIRE				\$33.53
1006662	4	EA	\$10.99	EA
ACE BEST RLR W 9X3/8 3PK				\$43.96
11158	6	EA	\$1.49	EA
YARDSTICK ACE 36"				\$8.94
1312651	3	EA	\$19.99	EA
ACE EXT POLE T/L 4' - 8'				\$59.97
1312024	2	EA	\$14.99	EA
ACE EXT POLE T/L 2' - 4'				\$29.98
58209	1	EA	\$16.99	EA
FILM POLY BLK3MIL 10X25'				\$16.99

SUB-TOTAL:\$	260.28	TAX:\$	21.60
		TOTAL:\$	281.88
	BC AMT:	\$	281.88

BK CARD#: XXXXXXXXXX XX1527

MID:*****5883 TID:***4599

AUTH: 562640 AMT: \$ 281.88

Host reference #:701640 Bat#

Authorizing Network: VISA



DOLLAR TREE

Store# 6222
405 N. Wenas Rd
Selah WA 98942-1161

(509) 697-3600

DESCRIPTION	QTY	PRICE	TOTAL
BTS LARGE POSTER STICKERS	1	1.25	1.25T
BTS LARGE POSTER STICKERS	1	1.25	1.25T
BTS LARGE POSTER STICKERS	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
SMALL CRAFT CADDY	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
MIX&SERVE CONTAINER 16Z	1	1.25	1.25T
FOAM PAINT BRUSH SET 8PC	1	1.25	1.25T
FOAM PAINT BRUSH SET 8PC	1	1.25	1.25T
FOAM PAINT BRUSH SET 8PC	1	1.25	1.25T
MULTIPURPOSE ORGANIZER	1	1.25	1.25T
MULTIPURPOSE ORGANIZER	1	1.25	1.25T
Bag Fee	0	0.08	0.00N

Reason: Customer Brought Bag

Sub Total	\$30.00
SALES TAX	\$2.49
Total	\$32.49
US DEBIT	\$32.49
*****1527	Approved
Purchase	Chip
Auth/Trace Number: 667170/038957	
Chip Card AID: A0000000980840	

NOW SHOP ON-LINE AT DOLLARTREE.COM

6542 06222 03 031 27680144 8/30/24 11:21
Sales Associate:Jodee

Michael's

MICHAELS STORE #5068 (509) 594-4171
1700 E Washington Ave
Union Gap, WA, 98903-1665

8-9941-9445-7159-8151-1111-9167-1261-6975



100 SALE 1285 5068 052

06/28/24 11:32

ITEM INFORMATION

Order NO. 4189865650828426

Liquitex® BASICSTM...	00094376922998	
Reg 34.99	1 @ 34.99	34.99 P
Buy One Get One 50...	.00-	
Liquitex® BASICSTM...	00887452031505	
Reg 10.99	2 @ 8.24	16.48 P
Buy One Get One 50...	5.50-	
Liquitex® BASICSTM...	00094376922981	
Reg 34.99	1 @ 17.50	17.50 P
Buy One Get One 50...	17.49-	

YOU SAVED 22.99

PURCHASE SUMMARY

SUBTOTAL	68.97
SALES TAX 8.20%	5.66
TOTAL	74.63
ACCOUNT NUMBER	*** 1527
debit	74.63

APPROVAL: 368260 CHIP ONLINE
PIN Verified

Application label: US DEBIT

AID: A0000000980840

TVR: 8000048000

TSI: 6800

This receipt expires at 60 days on 08/27/24

Click. Buy. Create. Shop michaels.com today!
Get Sayings & Inspiration! Text* SIGNUP to 273283
To Sign Up for Email & Text Messages.

*Msg & Data Rates May Apply

You will receive 1 autodialed message
with a link to join Michaels alerts.

Now Hiring! Apply at michaels.com/jobs

THANK YOU FOR SHOPPING AT MICHAELS

Effective 11/27/2022 Clearance sales are considered
final, sold AS IS and are not
returnable for a refund or exchange.

Dear Valued Customer:

Michaels return and coupon policies are available
at michaels.com and in store at registers.

06/28/24 11:32

FOR
MURAL

INVOICE

Pure Power Wash
470 Wise Acre Rd
Yakima, WA 98901

ppwyakima@gmail.com
(509) 731-8320



Bill to

Courtney Hernandez
Selah, Wa 98942

Ship to

Courtney Hernandez
Selah, Wa 98942

Invoice details

Invoice no.: 1855
Terms: Net 30
Invoice date: 10/02/2024
Due date: 11/01/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	08/08/2024	Commerical Service	Wash Wall in Selah Adjacent to the high school	1	\$450.00	\$450.00

Subtotal \$450.00

Sales tax \$36.00

Total \$486.00

Overdue 11/01/2024

Ways to pay



View and pay

View invoice online

Scan code or go to the link below to view the invoice online

[View invoice](#)



Payment receipt

You paid \$3,456.00

to CEMENTEK LLC on 1/22/2025

Invoice no.	1474
Invoice amount	\$3,456.00
Total	\$3,456.00

Status	Paid
Payment method	Bank
Authorization ID	AAGWKLLT

Thank you



CEMENTEK LLC

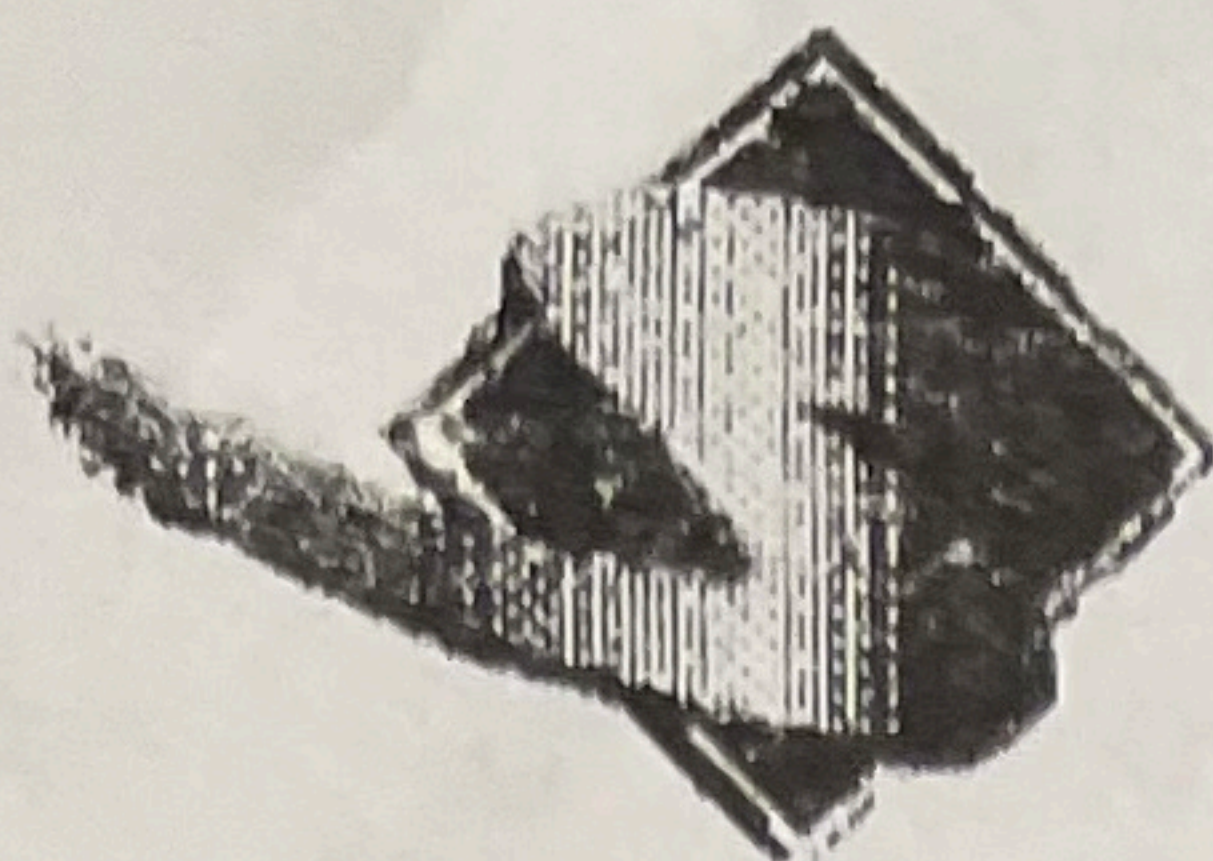
+15096071732

<http://www.cementek.net> | mike@cementek.net

PO Box 855, Ellensburg, WA 98926

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.



STANDARD PAINT & FLOORING

Down Town Yakima	12340
409 West Yakima Ave.	IN# 279929
Yakima, Washington 98902	7/31/2024
Phone: 509-453-3171	13:01

COROTECH COMMAND GLOSS SAFETY YELLOW
V390101

1 GA	78.99 / GA	\$78.99
------	------------	---------

PCGA - PAINTCARE GALLON TO TWO GALLON FEE (

\$0.95

COROTECH COMMAND GLOSS SAFETY RED
V390201

1 GA	78.99 / GA	\$78.99
------	------------	---------

PCGA - PAINTCARE GALLON TO TWO GALLON FEE (

\$0.95

COROTECH COMMAND SATIN WHITE
V392011

1 GA	78.99 / GA	\$78.99
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PCGA - PAINTCARE GALLON TO TWO GALLON FEE (

\$0.95

COROTECH COMMAND SATIN ULTRADEEP BASE(Sei
V3924X1

1 GA	78.99 / GA	\$78.99
------	------------	---------

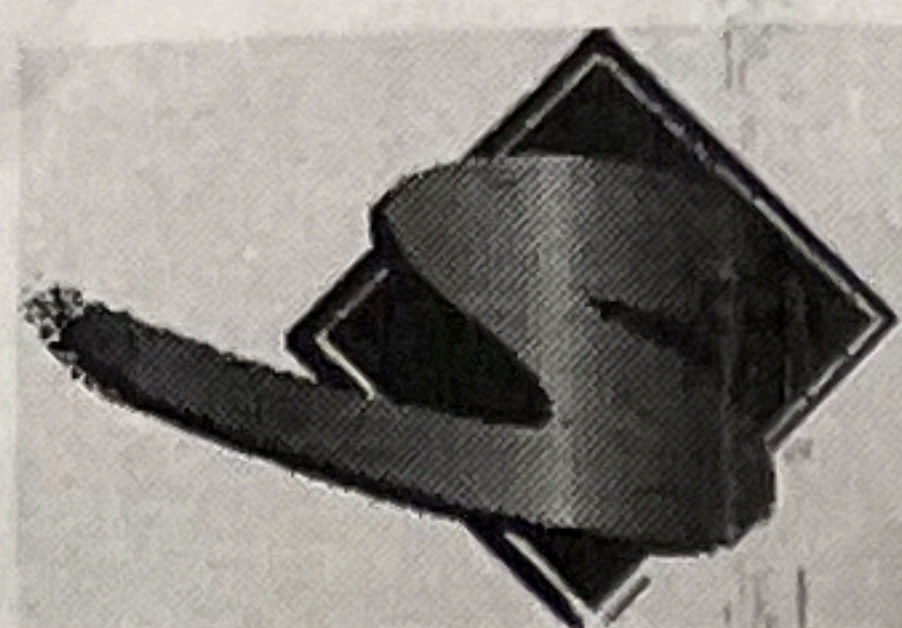
PCGA - PAINTCARE GALLON TO TWO GALLON FEE (

\$0.95

Sub Total	319.76
1	26.54
Total	346.30

Paid By: Debit Card	\$346.30
Merchant #	191200201884
Account #	*****1527
Authorization #	001001

Signature



STANDARD
PAINT & FLOORING

Down Town Yakima
409 West Yakima Ave.
Yakima, Washington 98902
Phone: 509-453-3171
Fax: 509-453-7149

Cash Sales Invoice

Invoice Address

SAFE- SELAH
10 LYNWOOD LANE
SELAH, WA, 98942
509-580-1069

Delivery Address

SAFE- SELAH
10 LYNWOOD LANE
SELAH, WA, 98942
509-580-1069

Invoice No

294411

Invoice Date

10/08/2024

Invoice Time

12:48:00 PM

Terms

Net 10th

Customer

12340

Contact Name

Mindy

Contact Number

509-580-1069

Job

Customer PO

Your Ref

1492260

Our Ref

Lincoln Cash

Taken By

00

Sales Rep



Page 1 of 1

Special Instructions

Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	V392011 - COROTECH COMMAND SATIN WHITE	1 GA	78.99	GA	78.99
	PAINTCARE GALLON TO TWO GALLON FEE - PCGA -				0.95
	PAINTCARE GALLON TO TWO GALLON FEE (for V392011)				

Goods received in good condition

Print name

Signature

Payment Method

Amount Received

Debit Card

\$86.58

Merchant #

191200201884

Account #

*****1527

Authorization #

001106

Total Amount

\$79.94

Sales Tax 8.30%

\$6.64

Invoice Total

\$86.58



STANDARD
PAINT & FLOORING

Down Town Yakima
409 West Yakima Ave.
Yakima, Washington 98902
Phone: 509-453-3171
Fax: 509-453-7149

Will Call Order

1420410

Order No
Order Date 07/31/2024
Customer 12340
Contact Name MINDY
Contact Number
Job
Customer PO
Your Ref MURAL
Delivery By 02/22/24
Taken By Jayne West
Sales Rep 00

This is a reprint



Page 1 of 1

Special Instructions	Notes

Line	Product Code	Description	Qty/Footage	Price	UOM	Total
1	P179215	PPG SEAL GRIP GRIPPER 5 GAL Gray Marble PPG1002-4 Not Tinted	17 5G	183.70	5G	3,122.90
2	STATE PAINT CARE FEE 2GA+	PAINTCARE TWO GALLON TO FIVE GALLON FEE (for P179215)				33.15
3	V392805	COROTECH COMMAND SATIN BLACK 5 GALLON	2 5G	378.72	5G	757.44
4	STATE PAINT CARE FEE 2GA+	PAINTCARE TWO GALLON TO FIVE GALLON FEE (for V392805)				3.90
5	V392011	DX COROTECH COMMAND SATIN WHITE DX	3 GA	78.99	GA	236.97
6	STATE PAINT CARE FEE GA2GA	PAINTCARE GALLON TO TWO GALLON FEE (for V392011)				2.85
7	S226001	Seal Krete DuraShell Clear Gloss kit	23 ea	215.22	ea	4,950.06

Payment Method	Amount Received	Total Amount	
Visa	\$9,863.17	Sales Tax 8.30%	\$755.90
Merchant #	191200201884	Order Total	\$9,863.17
Account #	*****1877		
Authorization #	065139		
Amount Outstanding	\$0.00		



Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 10E

Action Item

Title: Resolution Authorizing the Mayor to Sign a Three-Page Order Form/Agreement with Springbrook Express

From: Kimberly Grimm, Finance Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: \$15,000.00 for 2026

Funding Source: General Fund 25%, Water 35%, Sewer 35% and Solid Waste 15%

Background/Findings/Facts: This service was part of the original agreement but was not signed and Springbrook has provided this service to help employees with the transition, the City is in need of continuing these services to proceed with business and future audits, as well as any assistance an employee requires, enhancements to our software and help with any software changes.

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

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:**

	N/A

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO SIGN A THREE-PAGE ORDER
FORM/AGREEMENT WITH SPRINGBROOK EXPRESS

WHEREAS, the City previously transitioned to Springbrook Express software; and

WHEREAS, Springbrook has prepared a three-page Order Form/Agreement, that would establish the City's annual subscription rate of \$15,000.00 for 2026. And the terms of such Order Form/Agreement are acceptable to City staff; and

WHEREAS, the City Council finds that good cause exists.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign the three-page Order Form/Agreement in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of September 2025.

Roger Bell, Mayor

ATTEST:

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney

Order Form: Q-43332-1
Creation Date: 8/8/2025, 11:15 AM
Expires On: 9/30/2025



Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
Kimberly Grimm
City of Selah
115 W Naches Ave.
Selah, Washington 98942
kimberly.grimm@selahwa.gov

Bill To:
Accounts Payable Selah, WA
City of Selah
115 W Naches Ave.
Selah, Washington 98942
kimberly.grimm@selahwa.gov

Account Manager	E-mail	Phone Number	Payment Terms
Jason Laulainen	jason.laulainen@sprbrk.com	(509 284-8344	Net 30

Managed Services						
PRODUCT	DESCRIPTION	RATE	QTY	DISC (%)	Net Unit Price	NET PRICE
Support Plus	Support Plus	USD 15,000.00	1	0.000	USD 15,000.00	USD 15,000.00
Managed Services Total:						USD 15,000.00

Order Details

Customer Name: City of Selah

Customer Contact: Kimberly Grimm

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

This Order Form shall become effective as of the last date of signature (the "Effective Date").

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered

Invoice Timing

Estimated Professional Services,
On-Site Professional Services, and
Travel Expenses*:

Monthly, in arrears for services in the prior month unless specified in Special Terms.

Implementation Fixed Fee Professional
Services:

Upon the Effective Date of this Order Form unless specified in Special Terms.

Hardware:

Upon the Effective Date of this Order Form and is non-refundable.

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- ***On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.
- **Engagement Scope:** All Professional Services engagements will be conducted remotely unless otherwise stated in this order form.
- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

For Services between 9/1/2025 - 8/31/2026. Billed Quarterly.

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

City of Selah

Signature:_____

Signature:_____

Name (Print):_____

Name (Print):_____

Title:_____

Title:_____

Date:_____

Date:_____

Purchase Order # (if required)_____



Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 12A

Action Item

Title: Public Information Meeting to Receive a Presentation by HLA Pertaining to the City's Wastewater Treatment Plant Improvements Project, and to Receive Comments, if Any, from the Public Pertaining to the Project

From: Rocky Wallace, Public Works Director

Action Requested: Hold the Public Meeting

Staff Recommendation: Staff are requesting the City Council hold a public information meeting to receive a slideshow presentation from HLA Pertaining to the Wastewater Treatment Plant Improvements Project, and to receive comments, if any, from the public pertaining to the Project.

Board/Commission Recommendation: N/A

Fiscal Impact: None until project(s) occur

Funding Source: N/A

Background/Findings/Facts: City staff and HLA Engineering and Land Surveying, Inc. (HLA), which entity provides engineering services to the City on a contractual basis, desire to have a public information meeting pertaining to the City's potential future Wastewater Treatment Plant Improvements Project (Project). HLA will present a slideshow, and, thereafter, an opportunity should be allowed for members of the public to offer comments about the Project.

Recommended Actions: (1) Receive the slideshow presentation; and (2) receive comments, if any, from the public regarding the Project.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
7/8/2025	Resolution No. 3218 Authorizing the Mayor to sign "Amendment No. 1" to "Task Order No. 2023-09" with HLA Engineering and Land Surveying, Inc., for professional services related to the wastewater treatment plant improvements project
9/26/2023	Resolution No. 3051 Authorizing the Mayor to Sign "Task Order No. 2023-09" with HLA Engineering and Land Surveying, Inc., for professional services related to the city's wastewater treatment plant improvements project



SELAH WWTP PROJECT

PUBLIC INFORMATION MEETING

September 9, 2025

Image © 2024 Airbus

Imagery Date: 3/14/2024 46°39'01.37" N 120°31'30.32" W elev 109

DESIGN STATUS

- Design Status
 - \$4.5 million
 - \$1.4 million Direct Appropriation grant
 - \$1.55 million Ecology SRF forgivable principal
 - \$1.55 million Ecology SRF loan (1.2%, 20 yr)
- Design Schedule
 - 60% completion at end of August
 - Complete solids handling design by end of 2025
 - Complete remaining design August 2026

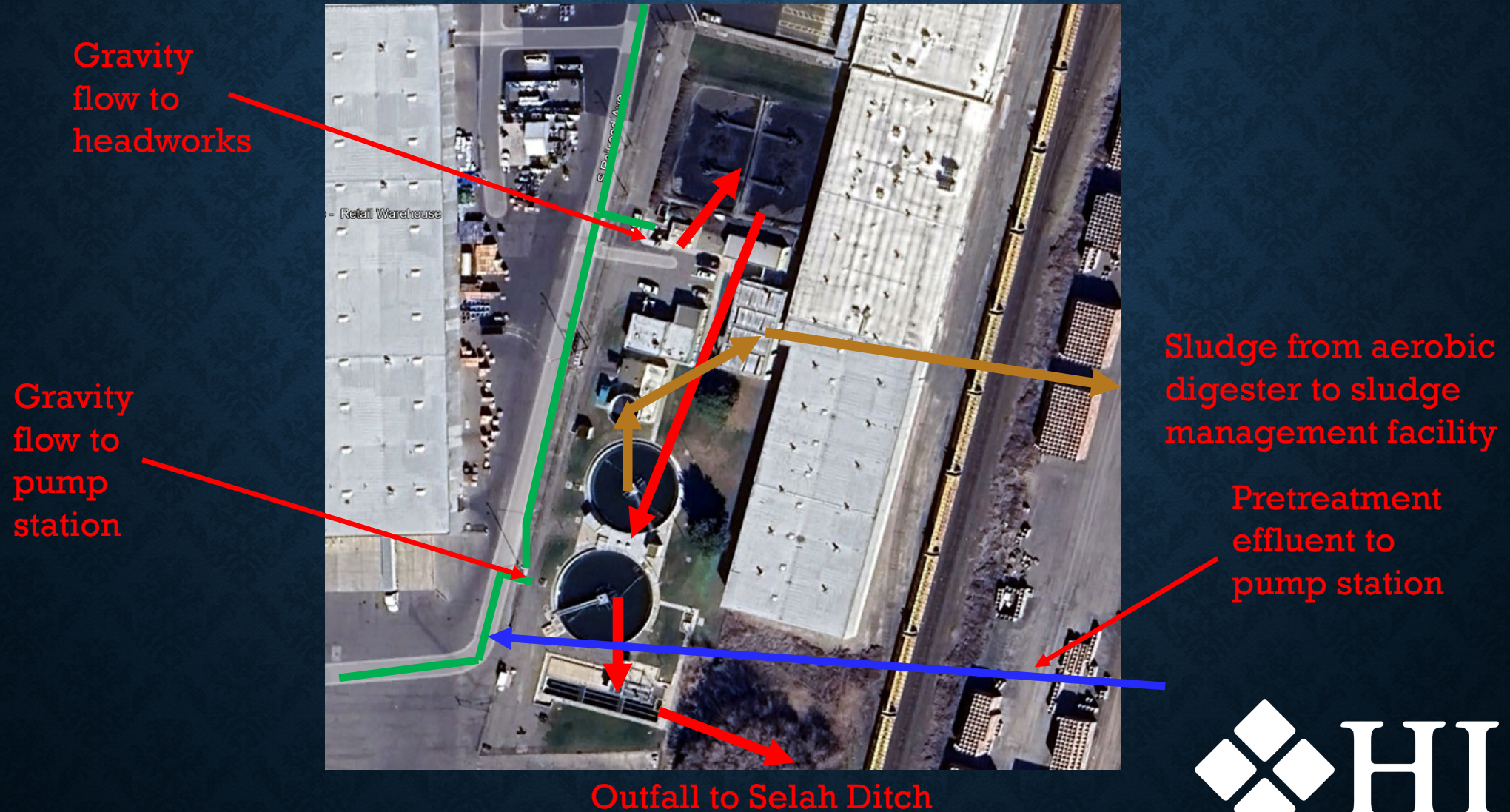


CURRENT OPERATING CONDITIONS

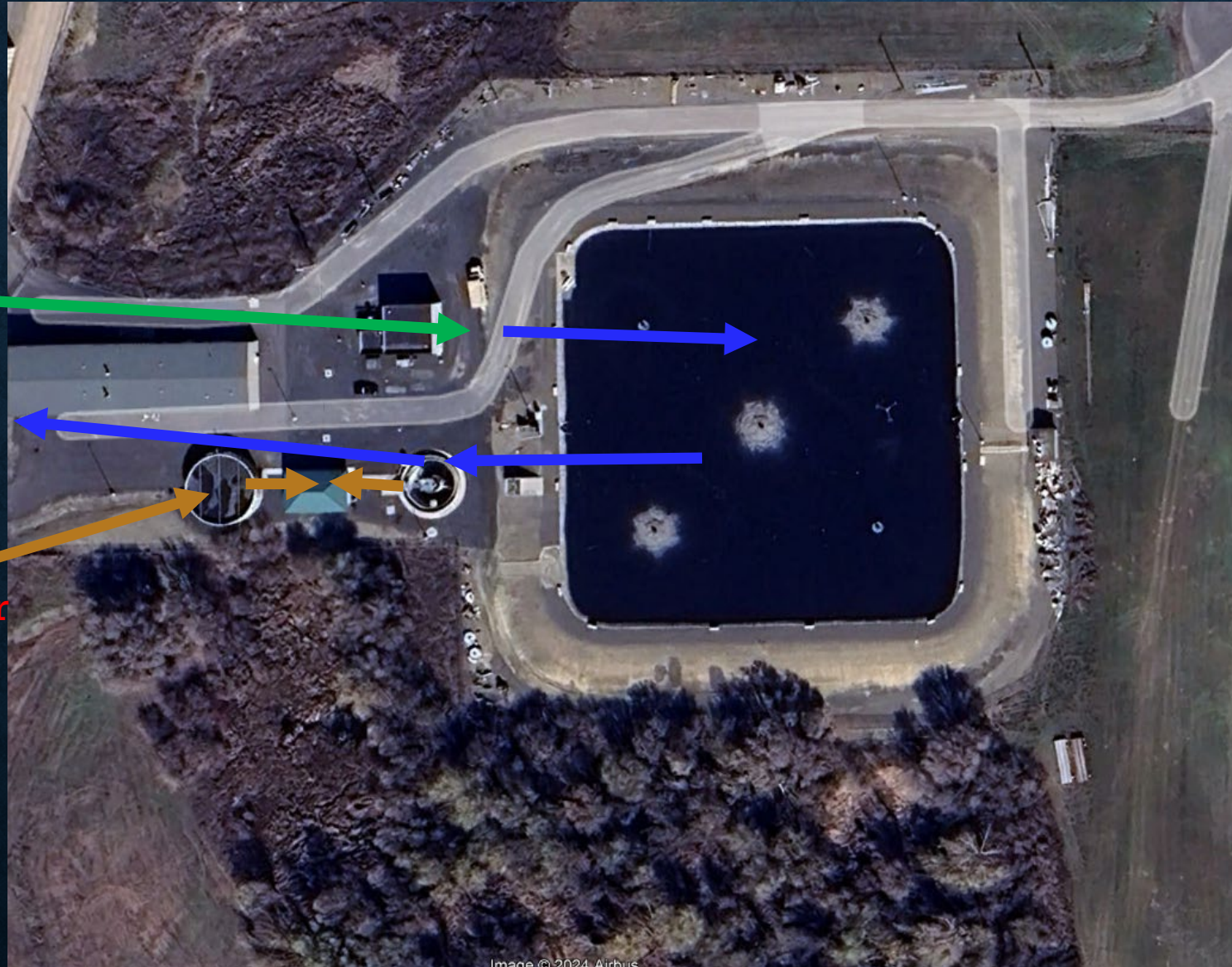
- Conventional activated sludge plant
- City influent flows to main treatment plant
- Wastewater from SunRype goes to industrial plant, *then* to main plant.
- Outfall to Selah Ditch
- Produces Class A biosolids at industrial plant



MAIN TREATMENT PLANT



INDUSTRIAL TREATMENT PLANT



Gravity
flow to lift
station

Gravity flow to
main treatment
plant

Sludge from
aerobic digester
to sludge
management
facility

ONGOING OPERATIONS ISSUES

- Reaching treatment capacity for BOD/TSS
 - Operating at MLSS $>5,000$ mg/L just to treat enough
- Aeration basins are thin-walled and structurally “suspect”
- Reaching hydraulic capacity for south lift station and influent screen
- No redundancy in sludge treatment

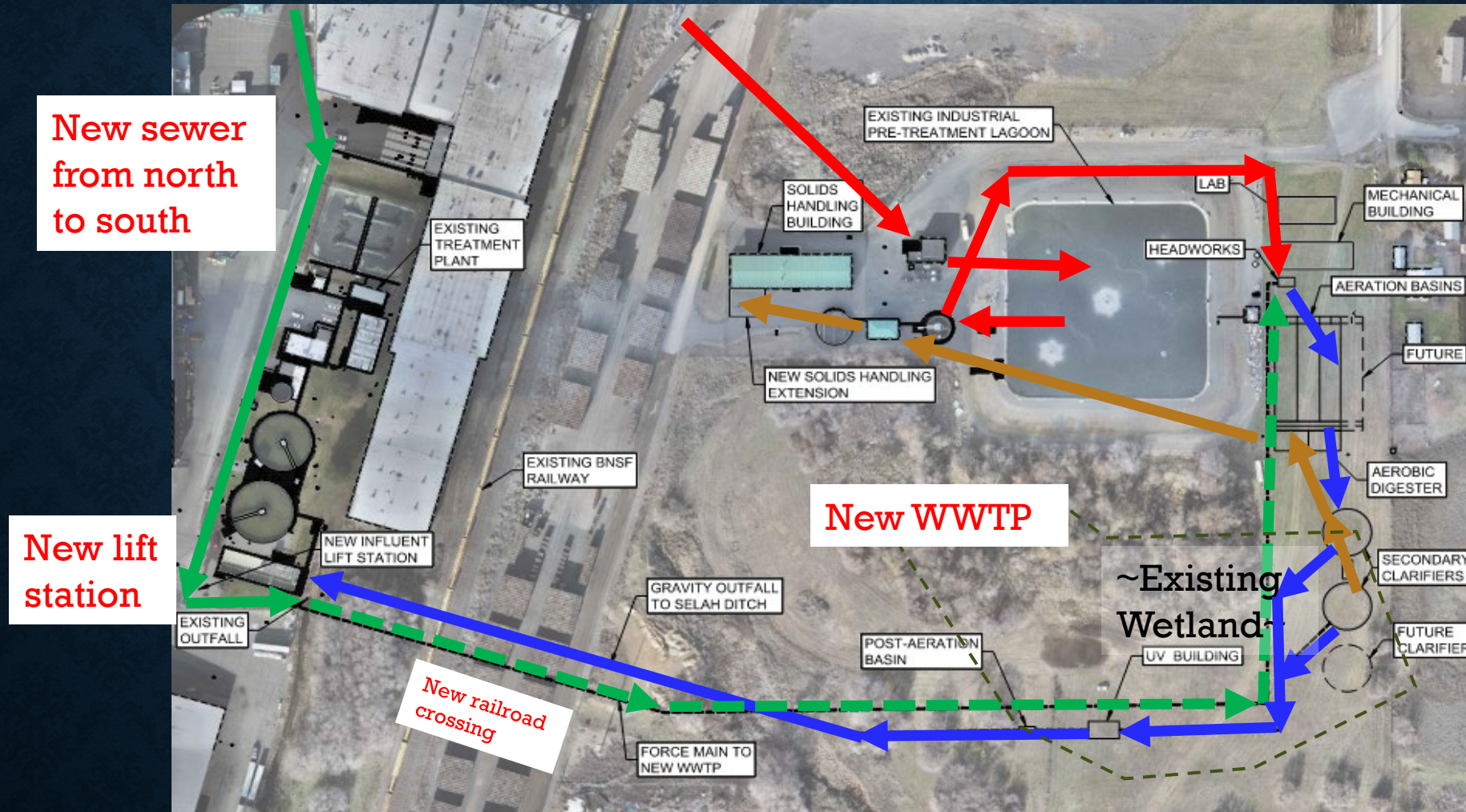


NPDES PERMIT ISSUES

- Selah Ditch TMDL: June 2006
 - Minimum Dissolved Oxygen: 7.4 mg/L
 - Maximum Temperature: 20 °C
 - BOD/Coliform bacteria
- DO will need dedicated process to address
- Temperature has been an ongoing (15-yr) process of planting trees for outfall shade.
- Coliform: City meets AKART for disinfection; Selah Ditch issues are partially due to stormwater upstream of WWTP



NEW INDUSTRIAL TREATMENT PLANT SITE



COST AND SCHEDULE

- Total Construction Cost Estimate: \$44 million
- City has been awarded \$11 million in direct appropriation of State Budget
 - Unclear when funds will be available. Anticipating end of year
 - Planning to construct solids handling expansion with this funding
- \$33 million needed for remaining work (“Phase 3”)
 - Discussed various programs with City staff
 - Tech Team meeting in October
 - Ecology SRF, Rural Development, EPA WIFIA, USBR Drought Response, Public Works Board



PRELIMINARY FINANCIAL IMPACT

- 2024 Rate Study: annual funding debt service estimated at \$1,347,000
- City has proactively raised sewer rates
 - 2022: \$48.75
 - 2025: \$97.74



ENVIRONMENTAL CONCERNS

- Community Profile
- Flood Plains?
 - Yes
- Wetlands?
 - Yes
- Cultural Resources?
 - None identified in site investigation
 - Tribal consultation forthcoming through Commerce funding agreement
- Migratory Birds and Bald Eagles
 - TBD





Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 9/9/2025

Agenda Number: 13A

Action Item

Title: Resolution Reclassifying the Part-Time Office Assistant Position to a New Position of Financial Specialist, Approving a New Job Description, and Setting a Wage Range for the Position

From: Kimberly Grimm, Finance Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: with a 4.5% increase in January 2026 at the top wage the impact would be \$14,040 for the fiscal year 2026. The potential starting wage for 2025 for October through December of 2025 would be estimated at \$26.26 an hour with a skilled employee, fiscal impact of \$9,453.60

Funding Source: General Fund 30%, Water 30%, Sewer 30% and Solid Waste 10%

Background/Findings/Facts: The job description for Office Assistant required very little skill to perform the duties, the reclassification requires skill and learning ability to cross-train in all positions. Utilities, payroll and accounts payable are duties performed by an employee, this position would be required to learn all positions to help back fill when necessary and train them to become a full-time employee when the need would arise.

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

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:

Action Taken:

	N/A
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RESOLUTION NO. _____

RESOLUTION RECLASSIFYING THE PART-TIME OFFICE ASSISTANT
POSITION TO A NEW POSITION OF FINANCIAL SPECIALIST, APPROVING A
NEW JOB DESCRIPTION FOR THE POSITION, AND SETTING A WAGE RANGE
FOR THE POSITION

WHEREAS, the City is committed to cultivating and maintaining a professional, competent, and inclusive workforce; and

WHEREAS, to ensure the continuation of such a workforce and to continue to best serve the interests of residents, the City desires to reclassify the Part-Time Office Assistant Position to a new label of Financial Specialist, to establish a new job description for the position, and to set a wage range for the position.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the Part-Time Office Assistant Position is reclassified to a new position of Financial Specialist; (2) that the written job description for such position is approved in the form appended hereto; and (3) that the wage range for the position is set as stated in the written items appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of September 2025.

Roger Bell, Mayor

ATTEST:

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney



City of Selah

Job Description: City Hall Financial Specialist

This job description is intended to present a descriptive, non-exhaustive list of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily.

Department: Finance (City Hall)	Classifications: Permanent; Non-Exempt; Part-Time; At-Will; and Non-Union
Hourly Pay Range: \$22.51 - \$30.01 gross. (Specific wage will be set by the Mayor.) (Rate may be increased after 6 months and/or at the turn of each calendar year.)	
Benefits: Accrual of paid sick leave; may be eligible to participate in Pers-2 retirement program. (Any other benefits will be per the Mayor's decision.)	

Summary of Position

This is contemplated to be a part-time position, with hours typically not exceeding 30 per work week. Performs routine and special clerical, bookkeeping, accounting and administrative work – mostly be using computer programs. This is a general customer service position, a payroll position, an accounts payable/receivable position, a general finance position, and a utility billing/payment position – all in one.

Supervision and Direction to be Received and Exercised

Receives direction from the Finance Director, and when appropriate from the Mayor, City Administrator and/or City Attorney. Works with limited supervision. Works collaboratively with other employees and covers during their absences, including the Payroll and Accounts Payable Specialist and the Utility Billing Specialist.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

Customer Service

1. Answers telephone calls and responds to emails; routes when appropriate.
2. Interacts with walk-in customers and citizens; handles finance-related complaints.
3. Receives and processes (cash, check and credit card) utility payments.

Payroll

4. Compiles and reconciles payroll data from employee timesheets and enters it into computer programs, including hours worked, leave accruals and usage, and withholdings/deductions.
5. Updates information that impacts wages or salary, including tax exemptions, raises and transfers.
6. Answers employee questions about payroll.

Accounts Payable/Receivable

7. Processes invoices received, verifies budgetary account codes, and prepares for payment.
8. Calculates and enters the prorating of expenses between City departments.
9. Issues invoices to third-parties, in coordination with City department directors.

General Finance

10. Prepares claims and/or warrants, for presentation to City Council for approval.
11. Enters expenditure data on ledgers, control sheets, vouchers, and other accounting records.
12. Assists in reconciling general ledger in computer programs.
13. Prepares periodic financial, statistical or operational reports as assigned.

Utility Billing/Payment

14. Compiles and reconciles utility data (water, sewer and garbage) for monthly City-issued invoices to customers.
15. Receives and processes payments from customers; creates new customer accounts.
16. Issues late notices and collection notices.
17. Collaborates with Public Works Department on “shut offs” when customers are delinquent.

Peripheral Duties

1. Provides clerical support to other City Hall employees.
2. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
3. Helps administer payroll-related benefit programs such as health insurance, retirement, etc.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and software programs; also requires frequent use of telephone, photocopy machine and fax machine.

Position-Specific Qualifications

The following position-specific qualifications are required:

1. High school diploma or GED.
2. Valid Washington state driver's license (within two months of accepting employment).
3. Ability to type 30 words per minute (WPM).
4. Regular attendance and consistent performance.
5. Two (2) years of progressively-significant work history.

Essential Skills/Abilities

A successful employee in this position will possess (or develop) the following skills/abilities:

1. Ability to maintain professional decorum.
2. Reading, writing/typing and speaking the English language.
3. Explaining facts and concepts to customers.
4. Attention to detail and consistent accuracy.
5. General mathematical and arithmetic competency; this job requires working with numbers.
6. Maintaining confidentiality – of City data, employee data and customer data.
7. Ability to work as a team member.
8. Energetic persistence; the workflow is constant and there is seldom any “down” time.

Working Conditions

- Reasonable accommodation(s) will be granted due to documented or perceived disabilities or limitations that, absent such accommodation, would impede an applicant's or employee's performance.
- The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for publication:

Mayor, Roger Bell

Date

I have read this job description, understand the recited functions and duties, and acknowledge that the position is an at-will position.

Employee Signature

Date

CITY OF SELAH

DEPARTMENT ASSISTANT

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Department: Finance, Non Union

DEFINITION

Under the direction of the Clerk-Treasurer, independently performs a variety of responsible clerical duties typically required by the Finance Department. Requires an ability to use office software and knowledge of the department's services, policies, and practices. Sorts city hall incoming mail, posts customer utility payments and provides assistance to utility customers via telephone and customer service window. May gather and compile data to assist in preparing reports and other routine clerical duties. Follows specific procedures or under close direction from a higher-level employee.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the Clerk-Treasurer.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Sorts incoming mail at City Hall.
2. Posts customer utility payments received via incoming mail, drop box payments and city hall walk-ins.
3. Provides assistance for customer walk-in and telephone inquiries.
4. Provides general administrative assistance to the Finance Department

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- (A) Graduation from high school with specialized course work in general office practices such as typing, accounting, data processing.
- (B) Two years of progressively responsible experience in office/clerical, clerical, or

general administrative work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Working knowledge of computers and electronic data processing; Working knowledge of modern office practices and procedures; Working knowledge of governmental utility billing principles and practices; Some knowledge of public works field operations.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately; Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships; Ability to work under pressure and/or frequent interruptions; Ability to work with angry or difficult customers.
- (D) Must be friendly, approachable, and professional greeting walk-in customers and responding to telephone inquiries.

TOOLS AND EQUIPMENT USED:

Personal computer, including permitting, word processing and spreadsheet software, central financial computer, 10-key calculator, phone, fax and copy machines.

WORKING CONDITIONS

Environmental Conditions:

Office, schedule may include evening and weekend hours

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized vehicles; near visual acuity for performing administrative tasks on a computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.