

**City of Zillah**  
**Study Session Minutes**  
January 4, 2016

**CALL TO ORDER**

The meeting was called to order by Mayor Gary Clark at 6:05 p.m.

**ROLL CALL**

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Scott Carmack, Brian Williams, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds

Absent: Public Works Director Tim Tilley, Police Chief Dave Simmons, Planning & Community Development Director Ardele Steele, Fire Chief Paul Stonemetz and City Attorney Jamie Carmody

**CONSENT AGENDA**

- A. Review minutes of Study Session dated December 21, 2015.
- B. Review minutes of Council Meeting dated December 21, 2015.
- C. Review payroll voucher numbers 32162 to 32187 dated December 21, 2015 in the amount of \$102,333.02.
- D. Review claim voucher numbers 45948 to 46000 dated December 31, 2015 in the amount of \$31,526.50.
- E. Review claim voucher numbers 46001 to 46017 dated January 4, 2016 in the amount of \$17,908.39.
- F. Review WA St Liquor License for M&H Wine Company

**NEW BUSINESS**

**Discuss Mayor Pro-tem for 2016:** Mayor Clark explained it is time to appoint the Mayor Pro-tem for 2016. Discussion was held and Mr. Williams will be nominated.

**Review Resolution No. 2016-01/Second Avenue Project Close-out:** Ms. Bounds explained that the Second Avenue Street Project is now complete and needs to be officially closed out so that releases can be sent to the state. Ms. Gonzales asked about two elements of the project that she was not pleased with. Discussion was held and it was decided that in the future, the public works committee will be utilized in reviewing the plans prior to approving them.

## COMMITTEE/COMMISSION REPORTS

**Personnel Committee:** Mr. Williams reported that the personnel committee was involved in hiring the Judge and the Court Clerk. Ms. Bounds provided details related to the hiring.

## MAYOR'S REPORT

Mayor Clark reported that New Year's Eve went well with little incident. He also mentioned that the Public Works Department has done a good job sanding the roads.

## COUNCIL/STAFF REPORTS

**Administration:** Ms. Bounds explained that staff will work the next two weeks on year end close-out. When that is complete, the Finance/Budget Committee will be called to review the financials and to consider the Supplemental Budget requests.

## ADJOURNMENT

Mayor Clark adjourned the meeting at 6:30 p.m.

  
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Sharon Bounds, City Administrator

  
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Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
January 4, 2016

**CALL TO ORDER**

The meeting was called to order by Mayor Gary Clark at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Clark led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Scott Carmack, Brian Williams, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds

Absent: Public Works Director Tim Tilley, Police Chief Dave Simmons, Planning & Community Development Director Ardele Steele, Fire Chief Paul Stonemetz and City Attorney Jamie Carmody

**CONSENT AGENDA**

*Mr. Miles moved, seconded by Mr. Williams to approve the Consent Agenda items A through E as follows:*

- A. Approve minutes of Study Session dated December 21, 2015.
- B. Approve minutes of Council Meeting dated December 21, 2015.
- C. Approve payroll voucher numbers 32162 to 32187 dated December 21, 2015 in the amount of \$102,333.02.
- D. Approve claim voucher numbers 45948 to 46000 dated December 31, 2015 in the amount of \$31,526.50.
- E. Approve claim voucher numbers 46001 to 46017 dated January 4, 2016 in the amount of \$17,908.39.
- F. Approve WA St Liquor License for M&H Wine Company

*Motion carried unanimously.*

**NEW BUSINESS**

**Administer Oaths of Office:** Ms. Bounds administered the Oaths of Office to newly elected Councilmembers Doug Stewart, Scott Carmack and Janice Gonzales. Congratulations were extended.

**Nominate/Vote on Mayor Pro-tem for 2016:** Ms. Gonzales nominated Brian Williams to serve as Mayor Pro-tem for 2016. The nomination was seconded by Mr. Stewart. A vote was held and the motion carried unanimously.

**Vote on Resolution No. 2016-01/Second Avenue Project Close-out:** *Mr. Williams moved, seconded by Mr. Stewart to approve Resolution No. 2016-01 accepting the Second Avenue Street Improvement Project as complete. Motion carried unanimously.*

### VISITOR'S COMMENTS

**Toppenish Review Independent:** Gary Begin, the new editor of the Toppenish Review Independent approached the podium. He said that he will include Zillah in more newspapers in the coming year. He shared his vision with Council and explained he will be more involved than prior editors. Welcome was extended by Mayor Clark and Councilmembers.

### ADJOURNMENT

*Ms. Gonzales moved, seconded by Mr. Williams to adjourn the meeting at 7:18 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

 1/19/16  
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Gary Clark, Mayor