

**City of Zillah
Study Session Minutes
October 1, 2018**

CALL TO ORDER

Mayor Carmack called the meeting to order at 6:00 p.m.

ROLL CALL

The following were:

Present: Mayor Carmack, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales (arrived at 6:18 p.m.), Brian Williams and Jeff Miles

Also Present: City Administrator Sharon Bounds, Planning and Community Development Director Ardele Steele, Fire Chief Paul Stonemetz and Police Chief Tim Quantrell

Absent: Public Works Director John Simmons and City Attorney James C. Carmody

CONSENT AGENDA

- A. Review minutes of Study Session dated September 17, 2018.
- B. Review minutes of Council Meeting dated September 17, 2018.
- C. Review claim voucher number 50266 to 50324 dated October 1, 2018 in the amount of \$371,448.23.
- D. Review payroll voucher numbers 33403 to 33417 dated September 28, 2018 in the amount of \$103,249.59
- E. Review Monthly Close-Out August

NEW BUSINESS

Motel Tax Applicants:

Associated Clubs - Shelli Quantrell – Ms. Quantrell provided information about the request stating the total amount of the request is for \$3,000.

Zillah Chamber of Commerce - Rose Muller provided information about all of the advertising that Chamber has done and stated that the total amount of the request is for \$3,000.

Yakima Valley Business Times - Bruce Smith provided information about his publication and requested \$3,900 for 2019

Yakima Valley Tourism - Stephanie Gangle provided information about all of the advertising avenues. Her total request is for \$14,200.

Lower Valley Reach - Karen Zackula provided information about the Lower Valley Reach publication and explained that her request is for \$1,750.

Review Proclamation/Fire Prevention Week: Chief Stonemetz explained that October is Fire Prevention month so a Proclamation is has been included in the packet for approval. The focus is “look, listen and learn.” Mayor Carmack read a proclamation declaring the week of October 7-13, 2018 as Fire Prevention Week throughout the city.

Review Resolution No. 2018-40 Approving Corr/Detention Agreement with Yakima County: Chief Quantrell explained that changes to the agreement was to increase the fees by 6% and change the term to 5 years.

Review Resolution No. 2018-41 Approving Lease Agreement with YCFD #5: Chief Stonemetz explained that the lease agreement is the same as prior years with no increase to the rent.

Review 2019 Preliminary Budget (separate document): Ms. Bounds provided information about the preliminary budget also explaining that staff is still waiting for certain information to come in so that it can be finalized. She also stated that the Parks Committee needs to meet to discuss the parks plan for 2019.

VISITOR'S COMMENTS

Gail Van Wyk of the Best Western Motel was present. She asked about the process for using the motel tax funds. Ms. Bounds provided the information to her.

COUNCIL/STAFF REPORTS

Zillah Police Department: Chief Quantrell explained that his department has been busy lately. The cameras are now up and they are working on learning how to work with them.

Fire Department: Chief Stonemetz reported that someone came and looked at the fire truck recently.

Planning Department: Ms. Steele provided information about recent planning and building activities.

Administration: Ms. Bounds explained that the state has recently mandated that within a few years, cities must join with the Master Business Licensing Program with them. They have also created new rules relating to business licensing. Staff will be working on revising the current business license ordinance and will bring it back for consideration at a meeting within the next month or so.

AJOURNMENT

The meeting was adjourned at 6:56 p.m.



Sharon Bounds, City Administrator


Dr. Scott Carmack, Mayor Pro-tem
Brian Williams

**City of Zillah
City Council Minutes
October 1, 2018**

CALL TO ORDER

Mayor Carmack called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Carmack led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Carmack, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: City Administrator Sharon Bounds, Planning and Community Development Director Ardele Steele, Fire Chief Paul Stonemetz and Police Chief Tim Quantrell

Absent: Public Works Director John Simmons and City Attorney James C. Carmody

CONSENT AGENDA

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

- A. Review minutes of Study Session dated September 17, 2018.
- B. Review minutes of Council Meeting dated September 17, 2018.
- C. Review claim voucher number 50266 to 50324 dated October 1, 2018 in the amount of \$371,448.23.
- D. Review payroll voucher numbers 33403 to 33417 dated September 28, 2018 in the amount of \$103,249.59
- E. Review Monthly Close-Out August

Motion carried unanimously.

NEW BUSINESS

Vote on Proclamation/Fire Prevention Week: *Mr. Williams moved, seconded by Ms. Gonzales to ratify the Proclamation declaring October 7-13 as Fire Prevention Week. Motion carried unanimously.*

Vote on Resolution No. 2018-4041 Approving Corr/Detention Agreement with Yakima County: *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2018-41 approving the 2019 Interlocal Corrections/Detention Agreement with Yakima County for Jail Services. Motion carried unanimously.*

Vote on Resolution No. 2018-4142 Approving Lease Agreement with YCFD #5: Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2018-42 approving the Lease Agreement between City of Zillah and Fire District 5 for the continued use of the District's Zillah Station Facility for 2019. Motion carried unanimously.

MAYOR'S REPORT

Mayor Carmack explained that he will be hunting in Alaska for Bison for the next couple of weeks so will be absent from the next meeting.

AJOURNMENT

The meeting adjourned at 7:03 p.m.


Sharon Bounds, City Administrator


Dr. Scott Carmack, Mayor Pro-tem
Brian Williams