

**City of Zillah
Study Session Minutes
October 17, 2016**

CALL TO ORDER

The meeting was called to order by Mayor Gary Clark at 6:01 p.m.

ROLL CALL

The following were:

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

Also Present: City Administrator Sharon Bounds & Community Development Director Ardele Steele, Acting Police Chief Tim Quantrell, Public Works Director John Simmons and Fire Chief Paul Stonemetz

Absent: City Attorney Jamie Carmody

CONSENT AGENDA

- A. Review minutes of Study Session dated October 3, 2016.
- B. Review minutes of Council Meeting dated October 3, 2016.
- C. Review claim voucher numbers 47189 to 47193 dated September 30, 2016 in the amount of \$3,295.93.
- D. Review claim voucher numbers 47194 to 47266 dated October 17, 2016 in the amount of \$90,844.11.
- E. Review payroll voucher numbers 32545 to 32559 dated October 14, 2016 in the amount of \$91,083.31.
- F. Review voided outstanding checks that are being refunded and sent to the state as per attached Outstanding Check Report.
- G. Review Month-end Close-out Report dated September 30, 2016.

NEW BUSINESS

Review Ordinance No. 1420/2017 Property Taxes: Ms. Bounds explained that there will be a public hearing during the council meeting to consider fixing the property tax levy for 2017. She also provided information related to the increase.

Review Resolution No. 2016-40/Approving Sign-Use Agreement: Tony Eglet, the President of the Senior Civic Center Management team provided information about the advertising opportunity for the city.

Review Resolution No. 2016-41/Approving Lease Agreement with Yakima County Fire District No. 5: Chief Stonemetz explained that Yakima County Fire District No. 5 is asking for a 1.75% increase in rent for 2017.

Review Resolution No. 2016-42/Approving Contract for Professional Services/Court: Ms. Bounds explained that this contract expires at the end of 2016 and is being recommended for approval.

Review Resolution No. 2016-43/Approving Agreement for Conflict Pros. Svcs. Ms. Bounds explained that this contract expires at the end of 2016 and is being recommended for approval.

Review 2017 Preliminary Budget: Ms. Bounds provided detailed information related to the preliminary budget and brief discussion was held.

COUNCIL/STAFF REPORTS

Planning Department: Ms. Steele reported on some of the pending building and code enforcement projects her department is working on.

Fire Department: Chief Stonemetz reported that he will be applying for a FEMA grant for breathing apparatus for his department. Ms. Steele will be assisting him in completing the application. He also provided information about a vehicle he would like to purchase for his department. Council was agreeable with the purchase. A budget amendment will be brought back for approval.

Police Department: Acting Police Chief Tim Quantrell reported that he plans to change the police office hours back to being open at 8:00 a.m. instead of 9:00 a.m. He is also going to authorize Traci to notarize as needed. He explained that Traci will be out for a week so the new operating hours won't start until she comes back. He also reported that he gave a project list to public works for some uncompleted projects they need to work on.

Public Works: John Simmons provided information detailing the capital and other projects they are currently doing and that are planned for 2017. He will also focus on preventative maintenance.

Administration: Ms. Bounds invited everyone to attend the Candidate forum on Tuesday night at 6:30 p.m. at the Zillah Civic Center.

MAYOR'S REPORT

Mayor Clark shared that the rent the city is paying YCFD No. 5 is high and that, even though we have requested it, they aren't interested in bringing it down. Maybe we need to look into creating a fire district of our own so that we have a dedicated funding source. Ms. Bounds will look into the details of doing that.

ADJOURNMENT

Mayor Gary Clark adjourned the meeting at 6:58 p.m.


Sharon Bounds, City Administrator


Gary Clark Mayor

**City of Zillah
City Council Minutes
October 17, 2016**

CALL TO ORDER

The meeting was called to order by Mayor Gary Clark at 7:05 p.m.

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

ROLL CALL

The following were:

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

Also Present: City Administrator Sharon Bounds & Community Development Director Ardele Steele, Acting Police Chief Tim Quantrell, Public Works Director John Simmons and Fire Chief Paul Stonemetz

Absent: City Attorney Jamie Carmody

CONSENT AGENDA

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

- A. Review minutes of Study Session dated October 3, 2016.
- B. Review minutes of Council Meeting dated October 3, 2016.
- C. Review claim voucher numbers 47189 to 47193 dated September 30, 2016 in the amount of \$3,295.93.
- D. Review claim voucher numbers 47194 to 47266 dated October 17, 2016 in the amount of \$90,844.11.
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- G. Review Month-end Close-out Report dated September 30, 2016.

Motion carried unanimously.

PUBLIC HEARING

2017 Ad Valorem & 2016 Preliminary Budget: Mayor Clark opened the public hearing at 7:08 p.m. No public comment was given. The public hearing was closed at 7:09 p.m.

NEW BUSINESS

Vote on Ordinance No. 1420/2017 Property Taxes: *Mr. Williams moved, seconded by Ms. Gonzales to approve Ordinance No. 1420/2017 Property Taxes. Motion carried unanimously.*

Vote on Resolution No. 2016-40/Approving Sign-Use Agreement: *Ms. Gonzales moved, seconded by Dr. Carmack to approve Resolution No. 2016-40 approving the sign-use agreement between City of Zillah and the Zillah Civic Center Management Team. Motion carried unanimously.*

Vote on Resolution No. 2016-41/Approving Lease Agreement with Yakima County Fire District No. 5: *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2016-41 Approving the Lease Agreement between City of Zillah and Fire District No. 5 for continued use of the District's Zillah Station Facility for 2017. Motion carried unanimously.*

Vote on Resolution No. 2016-42/Approving Contract for Professional Services/Court: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2016-42 Approving the contract between City of Zillah and Lorena Delviento for Municipal Court Professional Services. Motion carried unanimously.*

Vote on Resolution No. 2016-43/Approving Agreement for Conflict Pros. Svcs. *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2016-43 Approving the an agreement for conflict prosecution services between City of Zillah and Margita Dornay. Motion carried unanimously.*

COUNCIL/STAFF REPORTS

Planning Department: *Ms. Steele stated that there is a YVCOG dinner on Wednesday. She also shared that there is a new funding source they are working on relating to enhancement funds.*

ADJOURNMENT

Mr. Williams moved seconded by Ms. Gonzales to adjourn the meeting at 7:10 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator


Gary Clark Mayor