

**City of Zillah
Study Session Minutes
November 20, 2017**

CALL TO ORDER

Mayor Pro-tem Brian Williams called the meeting to order at 6:00 p.m.

ROLL CALL

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds, Community Development Director Ardele Steele, Public Works Director John Simmons and Police Chief Tim Quantrell and City Attorney Jamie Carmody

Absent: Mayor Gary Clark and Fire Chief Paul Stonemetz

ADDITIONS/CORRECTIONS TO THE AGENDA

Mr. Miles asked that item 5J "Review Resolution No. 2017-62 Awarding a Construction Contract for the 2017 City Hall Sidewalk Project" be added to the agenda under New Business.

CONSENT AGENDA

- A. Review minutes of Study Session dated November 6, 2017.
- B. Review minutes of Council Meeting dated November 6, 2017.
- C. Review claim voucher number 48806 dated November 7, 2017 in the amount of \$1,650.62.
- D. Review claim voucher number 48807 dated November 14, 2017 in the amount of \$1,712.50.
- E. Review claim voucher numbers 48808 to 48857 dated November 20, 2017 in the amount of \$66,240.04.
- F. Review payroll voucher numbers 33027 to 33038 dated November 15, 2017 in the amount of \$76,648.55.
- G. Review Void Checks 48724 and 9113176 to 9113226
- H. Review Monthly Close-out Report for October 2017

NEW BUSINESS

Review Street Closure Request/Zillah Chamber: Ms. Bounds shared that the Zillah Chamber is sponsoring a Christmas event on Sunday, December 10th and are requesting road closure from 2-4 p.m. Dr. Carmack provided information and discussion was held.

Review Resolution No. 2017-55/Probation Services Agreement: Ms. Bounds introduced Judge Therese Mendoza. She approached Council in her working capacity as manager of the District Court. She provided information about the probation services agreement and recommended approval.

Review Resolution No. 2017-56/Contract for Certified Interpreter Services: Ms. Bounds explained that the prior agreement expires at year end and this is being brought for approval for the next two years.

Review Resolution No. 2017-57/Contract for Professional Services-Court: Judge Mendoza explained this agreement is for a person who can help with in court services as well as training or fill-in when the Court Clerk is absent.

Review Resolution No. 2017-58/2018 Irrigation Rates: Ms. Bounds provided information related to the irrigation rate changes for 2018.

Review Resolution No. 2017-59/Agreement for Professional Engineering Services: Ms. Bounds explained that the city recently solicited RFQ's on the MRSC website for professional engineering services. Seven qualified applicants were considered and the city scoring committee selected HLA Engineering & Land Surveying.

Review Resolution No. 2017-60/LEAA – City of Toppenish: Chief Quantrell provided information about the Law Enforcement Assistance Agreement for Communications with Toppenish. He explained that agreement is for one year.

Review Resolution No. 2017-61/Approving PUD/Long Plat Amendment/Zillah Lakes: Ms. Steele briefly addressed the item and Mr. Carmody explained that a closed record public hearing will be held during the council meeting.

Review 2018 Preliminary Budget: Ms. Bounds reviewed the preliminary budget details with Council and answered questions.

Review Resolution No. 2017-62 Awarding a Construction Contract for the 2017 City Hall Sidewalk Project: Ms. Bounds explained that bids were solicited on the MRSC Rosters site for contractors to construct an ADA sidewalk at City Hall. The low bidder, Rocky Bay Construction is being recommended for approval.

COUNCIL/STAFF REPORTS

Planning: Ms. Steele announced that the city just found out that TIB awarded the G/Third Street Project to the city.

Public Works: Mr. Simmons extended thanks to everyone involved in the Veterans Memorial Project Dedication Ceremony as it went very well.

Administration: Ms. Bounds announced that the city toy drive is underway and provided details about it.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:20 p.m.


Sharon Bounds, City Administrator



Brian Williams, Mayor Pro-tem

**City of Zillah
City Council Minutes
November 20, 2017**

CALL TO ORDER

Mayor pro-tem Brian Williams called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Pro-tem Brian Williams led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds, Community Development Director Ardele Steele, Public Works Director John Simmons and Police Chief Tim Quantrell and City Attorney Jamie Carmody

Absent: Mayor Gary Clark and Fire Chief Paul Stonemetz

ADDITIONS/CORRECTIONS TO THE AGENDA

Mr. Miles moved, seconded by Ms. Gonzales that city council add item 8I "Vote on Resolution No. 2017-62 Awarding a Construction Contract for the 2017 City Hall Sidewalk Project. Motion carried unanimously.

CONSENT AGENDA

Ms. Gonzales moved, seconded by Dr. Carmack to approve the Consent Agenda, items A through H as follows:

- A. Approve minutes of Study Session dated November 6, 2017.
- B. Approve minutes of Council Meeting dated November 6, 2017.
- C. Approve claim voucher number 48806 dated November 7, 2017 in the amount of \$1,650.62.
- D. Approve claim voucher number 48807 dated November 14, 2017 in the amount of \$1,712.50.
- E. Approve claim voucher numbers 48808 to 48857 dated November 20, 2017 in the amount of \$66,240.04.
- F. Approve payroll voucher numbers 33027 to 33038 dated November 15, 2017 in the amount of \$76,648.55.
- G. Approve Void Checks 48724 and 9113176 to 9113226
- H. Approve Monthly Close-out Report for October 2017

Motion carried unanimously.

PUBLIC HEARINGS

2018 Preliminary Budget: Mayor Pro-tem Williams opened the public hearing at 7:02 p.m. Ms. Bounds provided information. Mayor Pro-tem Williams closed the public hearing at 7:04 p.m.

Planned Development Revision/Long Plat Amendment/Zillah Lakes (continued): Mayor Pro-tem Williams continued the public hearing at 7:04 p.m. Ms. Steele provided information about the application. Doug Lakman-707 Fountain Blvd, Zillah and Tom Durant – 513 N. Front Street, Yakima, WA representing Hemphill Bros. spoke in favor of the application. Mayor Pro-tem Williams closed the public hearing at 7:12 p.m.

NEW BUSINESS

Vote on Street Closure Request/Zillah Chamber: Dr. Carmack moved, seconded by Mr. Stewart that City Council approve the street closure request on First Avenue between 6th and 7th Street on Sunday, December 10, 2017 between 2-4 p.m. Motion carried unanimously.

Vote on Resolution No. 2017-55/Probation Services Agreement: Mr. Stewart moved, seconded by Mr. Miles that City Council approve Resolution No. 2017-55 approving an agreement with Yakima County for Probation Services. Motion carried unanimously.

Vote on Resolution No. 2017-56/Contract for Certified Interpreter Services: Mr. Miles moved, seconded by Ms. Gonzales that City Council approve Resolution No. 2017-56 approving an agreement for Certified Interpreter Services between City of Zillah and Yolanda B. Lopez. Motion carried unanimously.

Vote on Resolution No. 2017-57/Contract for Professional Services-Court: Ms. Gonzales moved, seconded by Dr. Carmack that City Council approve Resolution No. 2017-57 approving a Contract for Municipal Court Professional Services with Lorena Delviento. Motion carried unanimously.

Vote on Resolution No. 2017-58/2018 Irrigation Rates: Dr. Carmack moved, seconded by Mr. Stewart that City Council approve Resolution No. 2017-58 establishing 2018 Irrigation Rates. Motion carried unanimously.

Vote on Resolution No. 2017-59/Agreement for Professional Engineering Services: Mr. Stewart moved, seconded by Mr. Miles that City Council approve Resolution No. 2017-59 approving a Professional Municipal Engineering Services Consultant Agreement with HLA Engineering and Land Surveying, Inc. for 2018-2020. Motion carried unanimously.

Vote on Resolution No. 2017-60/LEAA – City of Toppenish: Mr. Miles moved, seconded by Ms. Gonzales that City Council approve Resolution No. 2017-60 approving an amended Law Enforcement Assistance Agreement for Communications with City of Toppenish. Motion carried unanimously.

Vote on Resolution No. 2017-61/Approving PUD/Long Plat Amendment/Zillah Lakes: Ms. Gonzales moved, seconded by Dr. Carmack that City Council approve Resolution No. 2017-61 approving an amended planned development and an amended preliminary plat known as the Zillah Lakes Development. Motion carried unanimously.

Vote on Resolution No. 2017-62 Awarding a Construction Contract for the 2017 City Hall Sidewalk Project: Dr. Carmack moved, seconded by Mr. Stewart that City Council approve Resolution No. 2017-

Awarding a construction contract for the 2017 City Hall Sidewalk Project. Motion carried unanimously.

COUNCIL/STAFF REPORTS

Planning: Ms. Steele announced that the city just found out that TIB awarded the G/Third Street Project to the city.


Public Works: Mr. Simmons extended thanks to everyone involved in the Veterans Memorial Project Dedication Ceremony as it went very well.

Administration: Ms. Bounds announced that the city toy drive is underway and provided details about it.

ADJOURNMENT

*Mr. Miles moved, seconded by Dr. Carmack that City Council adjourn the meeting at 7:18 p.m.
Motion carried unanimously.*


Sharon Bounds, City Administrator


Brian Williams, Mayor Pro-tem