

**City of Zillah  
Study Session Minutes  
November 6, 2017**

**CALL TO ORDER**

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

**ROLL CALL**

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales (arrived at 6:05 p.m.), Brian Williams and Jeff Miles

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

**CONSENT AGENDA**

- A. Review minutes of Study Session dated October 16, 2017.
- B. Review minutes of Council Meeting dated October 16, 2017.
- C. Review claim voucher numbers 48706 dated October 17, 2017 in the amount of \$6,581.90.
- D. Review claim voucher numbers 48707 to 48804 dated November 6, 2017 in the amount of \$115,315.21.
- E. Review claim voucher numbers 48805 dated November 2, 2017 in the amount of \$2,631.08.
- F. Review payroll voucher numbers 33009 to 33026 dated October 31, 2017 in the amount of \$104,390.18.

**NEW BUSINESS**

**Review Resolution No. 2017-48 Accepting the Veterans Memorial (Sentinel) Project as complete:**

Ms. Bounds explained that the project has been deemed complete it is now necessary to send the paperwork to the state for clearances so that the retainage can be released.

**Review Resolution No. 2017-49 Accepting the 2017 Veterans Walkway Project as complete:** Ms.

Bounds explained that the project has been deemed complete it is now necessary to send the paperwork to the state for clearances so that the retainage can be released.

**Review Resolution No. 2017-50 Awarding Construction for Loges Paving:** Ms.

Bounds explained that the city recently solicited bids for this project and A-Line Paving submitted the lowest responsible bid. Staff is recommending approval of the attached contract.

**Review Resolution No. 2017-51 Awarding Contract for Telephone System:** Ms.

Bounds explained that the city recently solicited bids for this project and Duracom LLC dba Future Link submitted the lowest responsible bid. Staff is recommending approval of the attached contract. She also mentioned that she met with the bidders this morning and the amount in the contract needs to change by apx. \$900 due to an additional unit needing to be added.

**Review Resolution No. 2017-52 / Contract for Public Defense Services:** Ms. Bounds explained that this is one of the court contracts that is expiring at the end of the year and she provided information about the changes to it for the upcoming two years.

**Review Resolution No. 2017-53 Approving Preliminary Plat File No. LP 2017-18 & ER 2017-19:** Ms. Steele provided information about the applications and explained that there will be a continued public hearing during the council meeting. She stated that representatives of the applicant will be at the meeting.

**Review Ordinance No. 1453/Animal Regulations:** Chief Quantrell provided information about the minor changes to the ordinance. They include references to service animals and fowl.

**Review Ordinance No. 1454/Cemetery Fees:** Ms. Bounds explained that the change to this ordinance is to the Saturday funeral fee. It was increased by \$25 in order to cover the cost of employees.

**Review Resolution No. 2017-54 Amending ADA Plan:** Ms. Bounds explained that the main change to this policy was to extend the improvements out to six years.

**Review information for Zillah Lakes PUD/Plat Amendment:** Ms. Steele provided information about the application and explained that the applicant and the city are working on clarification of the Hearing Examiner recommendation. She asked that council continue the public hearing that will be held during the council meeting out to the next meeting in order to give them time to work on it.

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

## MAYOR'S REPORT

**Ribbon Cutting Ceremony for Bridge:** Mayor Clark announced that the county will hold a ribbon cutting ceremony on November 29<sup>th</sup> at 10 a.m. for reopening of the bridges between Zillah and Toppenish.

## COUNCIL/STAFF REPORTS

**Planning:** Ms. Steele reported on current land use.

**Police Department:** Chief Quantrell reported that the three new police vehicles are on the road and are being used. There is also a minor uptick on vehicle prowls so he recommended locking your vehicles.

**Public Works:** Mr. Simmons invited everyone to the Veterans Memorial Dedication Ceremony on Saturday.

**Administration:** Ms. Bounds reported that there was a group that cleaned out the float barn a couple of weeks ago. They did a very good job. Now the food bank will be able to take over a larger area in the building.

There are two meeting scheduled for Wednesday evening. Budget/Finance 6-7 p.m. and Union Negotiations 7-8 p.m.

Filming for the food drive commercial will take place on 11/28 and she invited everyone to attend.


**EXECUTIVE SESSION**

Mayor Clark called for executive session at 6:45 p.m. for 15 minutes in order to discuss items related to RCW 42.30.140(4)(a). Executive session ended at 6:59 and regular session began.

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 7:00 p.m.

  
Sharon Bounds, City Administrator

  
Gary Clark, Mayor *pro-tem*  
Brian Williams

**City of Zillah  
City Council Minutes  
November 6, 2017**

**CALL TO ORDER**

Mayor Gary Clark called the meeting to order at 7:01 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Clark led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales, Brian Williams 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: Fire Chief Paul Stonemetz

**CONSENT AGENDA**

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

- A. Review minutes of Study Session dated October 16, 2017.
- B. Review minutes of Council Meeting dated October 16, 2017.
- C. Review claim voucher numbers 48706 dated October 17, 2017 in the amount of \$6,581.90.
- D. Review claim voucher numbers 48707 to 48804 dated November 6, 2017 in the amount of \$115,315.21.
- E. Review claim voucher numbers 48805 dated November 2, 2017 in the amount of \$2,631.08.
- F. Review payroll voucher numbers 33009 to 33026 dated October 31, 2017 in the amount of \$104,390.18.

*Motion carried unanimously.*

**PUBLIC HEARINGS**

**2018 Preliminary Budget:** Mayor Clark opened the public hearing at 7:02 p.m. No public comment was given. Mayor Clark closed the public hearing at 7:03 p.m

**Planned Development Revision/Long Plat Amendment/Zillah Lakes:** Mayor Clark opened the public hearing at 7:04 p.m. Ms. Steele provided information and requested that the public hearing be continued to the next meeting. Mr. Carmody explained that this is a closed record hearing and that no new information could be given. Tom Durant, 513 N. Front Street, Yakima commented that he is generally

supportive of the proposal to clarify the hearing examiners recommendation. Dave Ivy also commented that does not oppose the road alignment. Mayor Clark continued the public hearing at 7:07 p.m. to the next meeting on November 20, 2017

**35 Lot Long Plat/Red Clover Properties (continued):** Mayor Clark opened the continued public hearing from the last meeting at 7:08 p.m. Ms. Steele provided information about the application. Mike Heit of HLA explained that he and his client agree with the proposal. Russ Redfield (applicant) also stated he is in agreement and answered questions. Mayor Clark closed the public hearing at 7:18 p.m.

## NEW BUSINESS

**Vote on Resolution No. 2017-48 Accepting the Veterans Memorial (Sentinel) Project as complete:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2017-48 accepting the Veterans Memorial (CMU Sentinels) Project as complete. Motion carried unanimously.*

**Vote on Resolution No. 2017-49 Accepting the 2017 Veterans Walkway Project as complete:** *Ms. Gonzales moved, seconded by Dr. Carmack to approve Resolution No. 2017-49 accepting the Veterans Memorial Walkway Project as complete. Motion carried unanimously.*

**Vote on Resolution No. 2017-50 Awarding Construction for Loges Paving:** *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2017-50 Awarding a Construction Contract for the 2017 Loges Park Paving Project. Motion carried unanimously.*

**Vote on Resolution No. 2017-51 Awarding Contract for Telephone System:** *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-51 Awarding a Contract for the VoIP Telephone System with Future Link Technologies. Motion carried unanimously.*

**Vote on Resolution No. 2017-52 / Contract for Public Defense Services:** *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2017-52 approving a Contract for public defense services between City of Zillah and Patrick True. Motion carried unanimously.*

**Vote on Resolution No. 2017-53 Approving Preliminary Plat File No. LP 2017-18 & ER 2017-19:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2017-53 approving Preliminary Plat, File No. LP 2017-18/Redfield Estates Addition. Motion carried unanimously.*

**Vote on Ordinance No. 1453/Animal Regulations:** *Ms. Gonzales moved, seconded by Dr. Carmack to approve Ordinance No. 1453 Approving Animal Regulations. Motion carried unanimously.*

**Vote on Ordinance No. 1454/Cemetery Fees:** *Dr. Carmack moved, seconded by Mr. Stewart to approve Ordinance No. 1454 establishing a fee schedule for the Zillah city cemetery. Motion carried unanimously.*

**Vote on Resolution No. 2017-54 Amending ADA Plan:** *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-54 amending the ADA Plan for the City of Zillah. Motion carried unanimously.*

**ADJOURNMENT**

*Mr. Williams moved, seconded by Ms. Gonzales to adjourn the meeting at 7:25 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
Gary Clark, Mayor *pro tem*  
Brian Williams