

**City of Zillah**  
**Study Session Minutes**  
December 15, 2014

**CALL TO ORDER**

The meeting was called to order by Mayor Gary Clark at 6:00 p.m.

**ROLL CALL**

The following were:

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

Also Present: Police Chief Dave Simmons, Public Works Director Tim Tilley, Administrative Assistant Shelli Quantrell, Associate Planner Ardele Steele and City Attorney Jamie Carmody

Absent: Fire Chief/Bldg. Inspector Dan Hargroves

**CONSENT AGENDA**

- A. Review minutes of Study Session dated December 1, 2014.
- B. Review minutes of Council Meeting dated December 1, 2014.
- C. Review voided checks 44477 to 44481.
- D. Review payroll voucher numbers 31612 to 31625 dated December 15, 2014 in the amount of \$56,528.47.
- E. Review claim voucher number 44415 dated November 30, 2014 in the amount of \$297.66 and claim voucher numbers to 44416 to 44476 dated December 15, 2014 in the amount of \$187,466.13

**NEW BUSINESS**

**Review Ordinance No. 1370/2014 Budget Amendment:** Ms. Quantrell provided information related to the budget amendments and discussion was held.

**Review Resolution No. 2014-58/Accepting Fourth Ave. Project as Complete:** Ms. Quantrell stated that the Fourth Avenue Street Project is complete so it is necessary to file the paperwork with the state so that the retainage can be released.

**Review Resolution No. 2014-59/Approving Fuel Tax Agreement:** Ms. Quantrell said that funds were recently awarded from the Transportation Improvement Board (TIB) for the Second Avenue Project so the Fuel Tax Agreement needs to be reviewed and approved.

**Review Appeal of Plat Amendment and Variance Application:** Ms. Steele explained that Zillah Prairie LLC had filed an appeal on the Hearing Examiners recommendations and more information will be provided during the Public Hearing during the City Council Meeting.

**Review Resolution No. 2014-60/Approving the Clerks and Public Works Union Contracts for 2015-2017:** Ms. Quantrell explained the attached Resolution approves the ratified Clerks and Public Works Union Contracts.

**Review Resolution No. 2014-61/Admin Policy No. 2014-03:** Ms. Quantrell stated that the attached Resolution approving the Admin Policy relating to compensation and benefits for the Department Heads. Changes that were made to the policy include items negotiated within the Union contracts in order to be consistent with the bargaining unit changes.

**Review Ordinance No. 1371/2015 Salaries:** Ms. Quantrell explained the attached Ordinance established the 2015 Salaries. Union Contracts negotiated a 3% increase in wages so that increase has been included for most of the wages.

#### EXECUTIVE SESSION

Mayor Clark called for Executive Session at 6:10 p.m. for 15 minutes in order to discuss issues as per RCW 42.30.140(4)(a). Executive Session ended at 6:24 p.m. and Regular Session began.

#### ADJOURNMENT

Mayor Clark adjourned the meeting at 6:26 p.m.

  
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Shelli Quantrell, Administrative Assistant

  
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Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
December 15, 2014

**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, Janice Gonzales, Brian Williams, Skyler Bower and Jeff Miles

Also Present: Police Chief Dave Simmons, Public Works Director Tim Tilley, Administrative Assistant Shelli Quantrell, Associate Planner Ardele Steele and City Attorney Jamie Carmody

Absent: Fire Chief/Bldg. Inspector Dan Hargroves

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Mr. Williams to add item 6.A to the City Council Agenda Public Hearing Appeal of Plat Amendment & Plat Variance. Motion carried unanimously.*

*Mr. Miles moved, seconded by Mr. Bower to add item 8.I to the City Council Agenda Resolution No. 2014-62 approving Policy No. 2014-04 / Admin Policy for City Administrator. Motion carried unanimously.*

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated December 1, 2014.
- B. Approve minutes of Council Meeting dated December 1, 2014.
- C. Approve voided checks 44477 to 44481.
- D. Approve payroll voucher numbers 31612 to 31625 dated December 15, 2014 in the amount of \$56,528.47.
- E. Approve claim voucher number 44415 dated November 30, 2014 in the amount of \$297.66 and claim voucher numbers to 44416 to 44476 dated December 15, 2014 in the amount of \$187,466.13

*Motion carried unanimously.*

## PUBLIC HEARINGS

**Appeal of Plat Amendment & Plat Variance Zillah Prairie LLC:** Mayor Clark opened the public hearing at 7:02 p.m. Ms. Steele discussed the decision from the Hearing Examiner's to deny Zillah Lakes LLC application for preliminary Plat Amendment LPA 2014-16. Patrick Strosahl stated that Zillah Lakes LLC have filed an appeal to the City Council to reduce housing units, and locations for future development, change street names, change road specs and to be released from street lighting standards based on the Hearing Examiners decision. Discussion ensued. Mayor Clark closed the Public Hearing at 7:47 p.m.

## NEW BUSINESS

**Special Presentation:** Mayor Gary Clark presented Betty Duncan a plaque from the City for her continued volunteer work with the Teapot. Mayor Gary Clark presented a plaque for Chief Dan Hargroves for his 28 years of service to the City of Zillah.

**Vote on Ordinance No. 1370/2014 Budget Amendment:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Ordinance No. 1370/2014 Budget Amendment. Motion carried unanimously.*

**Vote on Resolution No. 2014-58/Accepting Fourth Ave. Project as Complete:** *Ms. Gonzales moved, seconded by Mr. Stewart to approve Resolution No. 2014-58 accepting the Fourth Avenue Storm water Quality Enhancement Project as complete. Motion carried unanimously.*

**Vote on Resolution No. 2014-59/Approving Fuel Tax Agreement:** *Mr. Stewart moved, seconded by Mr. Bower to approve Resolution No. 2014-59 approving a Fuel Tax Agreement for Second Avenue Project. Motion carried unanimously.*

**Motion to continue the Council discussion on the Appeal of Plat Amendment & Variance Application:** *Mr. Bower moved, seconded by Mr. Miles to continue the City Councils discussion on the Appeal to January 5, 2015. Motion carried unanimously.*

**Vote on Resolution No. 2014-60/Approving the Clerks and Public Works Union Contracts for 2015-2017:** *Mr. Miles moved, seconded by Mr. Williams to approve approving the Clerks and Public Works Union Contracts for 2015-2017. Motion carried unanimously.*

**Vote on Resolution No. 2014-61/Admin Policy No. 2014-03:** *Mr. Williams moved, seconded by Ms. Gonzales approving Admin Policy No. 2014-03. Motion carried unanimously.*

**Vote on Ordinance No. 1371/2015 Salaries:** *Ms. Gonzales moved, seconded by Mr. Stewart to approve Ordinance No. 1371 / 2015 Salaries. Motion carried unanimously.*

**Vote on Resolution No. 2014-62/Admin Policy for City Administrator:** *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2014-62 approving Policy No. 2014-04/Admin Policy for City Administrator. Motion carried unanimously.*

## MAYOR REPORT

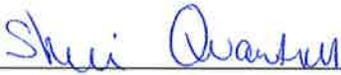
Mayor Gary Clark stated that they have reviewed all the applications for the Building Inspector position and have hired Nancy Danko to start January 5, 2015.

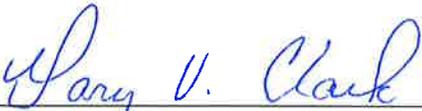
## COUNCI/STAFF REPORTS

Police Chief Dave Simmons stated that they have hired Traci DeOchoa to replace Sandy Howard beginning January 5<sup>th</sup>. Sandy will be retiring from the City of Zillah in February.

### ADJOURNMENT

*Mr. Williams moved, seconded by Ms. Gonzales to adjourn the meeting at 8:16 p.m. Motion carried unanimously.*

  
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Shelli Quantrell, Administrative Assistant

  
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Mayor Gary Clark