

**City of Zillah  
Study Session Minutes  
December 18, 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, Brian Williams, Janice Gonzales and Jeff Miles

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

**CONSENT AGENDA**

- A. Review minutes of Study Session dated December 4, 2017.
- B. Review minutes of Council Meeting dated December 4, 2017.
- C. Review claim voucher number 9113227 dated December 6, 2017 in the amount of \$261.73.
- D. Review claim voucher numbers 48908 to 49011 dated December 18, 2017 in the amount of \$141,222.48.
- E. Review payroll voucher numbers 33086 to 33098 dated December 15, 2017 in the amount of \$68,070.88.
- F. Review Void Checks 40083, 47460 and 33097.
- G. Review Monthly Close-out for November 2017.

**NEW BUSINESS**

**Review Resolution No. 2017-64 approving Fuel Tax Agreement:** Ms. Bounds explained that the city was recently awarded funds from TIB from their fuel tax dollars. The city now needs to enter into the fuel tax agreement with them in order to use the funds.

**Review Resolution No. 2017-65 accepting the 2017 Loges Park Project as Complete:** Ms. Bounds explained that the 2017 Loges Park Project is now complete and the final paperwork needs to be sent to in for close-out.

**Review Resolution No. 2017-66 approving a service agreement with Q. Global Inc.:** Ms. Steele provided information about the agreement explaining that this gives the city the ability to use their services in the case that they need fire investigative services.

**Review Ordinance No. 1457 establishing Official Newspaper:** Ms. Bounds explained that the Toppenish newspaper recently closed. The city solicited for it and Daily Sun News is being recommended as the official newspaper as per the attached ordinance.

**Review Resolution No. 2017-67 approving Police, Clerks and Public Works Union Contracts:** Ms. Bounds explained that the union negotiating committee worked throughout the fall with staff in negotiating the three units. The contracts have been agreed upon. Ms. Bounds handed out a sheet showing a change that was missed in the packets that will be made to the salary schedule in the public works contract and also to the salary ordinance adding a cemetery sexton position at the maintenance position pay.

**Review Resolution No. 2017-68 approving Admin Policies No. 2017-05 and 2017-06:** Ms. Bounds provided information related to the administrative policies.

**Review Ordinance No. 1458 Approving 2018 Salaries:** Ms. Bounds provided information related to the Ordinance for the 2018 Salaries and that a sheet had been added to include a cemetery sexton at the maintenance position pay.

### COUNCIL/STAFF REPORTS

**Planning:** Ms. Steele reported on recent planning activity which includes the construction of a car wash (Castle Carwash) on the property next to Pizza Hut.

**Fire Department:** Chief Stonemetz mentioned that Cascade Gas sent in a donation to his department for \$500.

**ZPD:** Chief Quantrell noted that it was an eventful weekend.

**Public Works:** John Simmons reported on the projects they are working on to complete out the year and that the ad for a new public works employee will go out this week. Hiring to take place in January 2018.

**Administration:** Ms. Bounds mentioned that Yakima Valley Conference of Governments is asking that the city designate the designate and alternate for 2018. Ms. Gonzales will be the designate and Mr. Stewart will be the alternate again.

**Christmas Lighting Contest:** Dr. Carmack reported that the Christmas lighting will be judged tomorrow night and encouraged folks to sign up to be judged.

### EXECUTIVE SESSION

Mayor Clark called for an Executive Session at 6:20 p.m. for 30 minutes in order to discuss items related to RCW 42.30.140(4)(a) and 42.30.110(i). Executive Session closed at 6:50 p.m. and regular session began.

### ADJOURNMENT

Mayor Clark adjourned the meeting at 6:52 p.m.

  
Sharon Bounds, City Administrator

  
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Gary Clark, Mayor  


**City of Zillah  
City Council Minutes  
December 18, 2017**

**CALL TO ORDER**

Mayor Gary Clark called the meeting to order 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, Dr. Scott Carmack, Brian Williams, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds, Community Development Director Ardele Steele, Public Works Director John Simmons, Police Chief Tim Quantrell and 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 December 4, 2017.
- B. Review minutes of Council Meeting dated December 4, 2017.
- C. Review claim voucher number 9113227 dated December 6, 2017 in the amount of \$261.73.
- D. Review claim voucher numbers 48908 to 49011 dated December 18, 2017 in the amount of \$141,222.48.
- E. Review payroll voucher numbers 33086 to 33098 dated December 15, 2017 in the amount of \$68,070.88.
- F. Review Void Checks 40083, 47460 and 33097.
- G. Review Monthly Close-out for November 2017.

*Motion carried unanimously.*

**NEW BUSINESS**

**Oath of Office:** Ms. Bounds administered the Oath of Office to Sergeant Alan Montgomery and congratulations were extended.

**Special Presentations:** A Special Presentation was made to Mayor Clark for his 30 plus years of service to the City of Zillah. The room was full of folks present on his behalf and thanks was extended from several in the room. Mayor Clark thanked everyone for their support and extended best wishes to Dr. Carmack as the incoming Mayor. He also thanked his wife Char for all of her support. Standing ovation was held.

Mayor Clark presented certificates of appreciation to Betty Duncan and three other volunteers who volunteer at the Teapot and thanked them for all they do.

Mayor Clark presented certificates of appreciation to Commander Larry Stewart and the American Legion members, Ralph Henriksen, Jerry Bradley and Jeff Miles for all of their work and dedication to the Veterans Memorial Project.

Jeff Miles, on behalf of American Legion, presented framed certificates of appreciation to the City Committee members for the Veterans Memorial Project. The members included Mayor Clark, Jerry Bradley, John Simmons, Ralph Henriksen and Sharon Bounds.

Mayor Clark was touched by the recognition and asked that Mayor Pro-tem Brian Williams run the remainder of the agenda.

**Vote on Resolution No. 2017-64 approving Fuel Tax Agreement:** *Ms. Gonzales moved, seconded by Dr. Carmack to approve Resolution No. 2017-64 approving a Fuel Tax Agreement for Project No. 6-E-947(014)-1. Motion carried unanimously.*

**Vote on Resolution No. 2017-65 accepting the 2017 Loges Park Project as Complete:** *Dr. Carmack moved, seconded by Doug Stewart to approve Resolution No. 2017-65 accepting the Loges Park Paving Project as complete. Motion carried unanimously.*

**Vote on Resolution No. 2017-66 approving a service agreement with Q. Global Inc.:** *Doug Stewart moved, seconded by Jeff Miles to approve Resolution No. 2017-66 approving a service agreement with Q. Global, Inc. for professional fire marshal and investigation services. Motion carried unanimously.*

**Vote on Ordinance No. 1457 establishing Official Newspaper:** *Mr. Miles moved, seconded by Ms. Gonzales to approve Ordinance No. 1457 establishing the Daily Sun News as the official newspaper for the City of Zillah. Motion carried unanimously.*

**Vote on Resolution No. 2017-67 approving Police, Clerks and Publix Works Union Contracts:** *Ms. Gonzales moved, seconded by Dr. Carmack to approve Resolution No. 2017-67 approving the police, Clerks and Public Works Contracts for 2018-2020. Motion carried unanimously.*

**Vote on Resolution No. 2017-68 approving Admin Policies No. 2017-05 and 2017-06:** *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2017-68 approving Administrative Policies No. 2017-05 & 2017-06. Motion carried unanimously.*

**Vote on Ordinance No. 1458 Approving 2018 Salaries:** *Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1458 establishing 2018 Salaries. Motion carried unanimously.*

## COMMITTEE/COMMISSION REPORTS

**Christmas lighting contest:** Another reminder was given about the Christmas Lighting Contest and folks were encouraged to enter.

## MAYOR'S REPORT

Mayor Clark extended thanks to everyone for allowing him to serve over the years. Mr. Henriksen recalled a memory of when Mayor Clark first came into office back in the 80's.

## COUNCIL/STAFF REPORTS

**Planning:** Ms. Steele stated that is has been an honor serving for Mayor Clark and wished him the best.

**Fire Department:** Chief Stonemetz extended thanks from the fire department for the continued support of Mayor Clark over the years and wished him the best.

**ZPD:** Chief Quantrell thanked Mayor Clark for all of his support over the years for the police department.


**Public Works:** John Simmons extended thanks to Mayor Clark for his support for the public works department.


**Administration:** Ms. Bounds extended thanks from city hall and stated that she has appreciated all of his support and his humor over the years.

## ADJOURNMENT

Mayor Pro-tem gave the meeting back to Mayor Clark and Mayor Clark called for adjournment.

*Mr. Williams moved, seconded by Ms. Gonzales to adjourn the meeting at 7:23 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
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Gary Clark, Mayor  
*Scott Carmack*