

City of Zillah
Study Session Minutes
December 21, 2015

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, Scott Carmack, Brian Williams and Jeff Miles

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

Absent: Councilmember Janice Gonzales

CONSENT AGENDA

- A. Review minutes of Study Session dated December 7, 2015.
- B. Review minutes of Council Meeting dated December, 2015.
- C. Review payroll voucher numbers 32146 to 32161 dated December 15, 2015 in the amount of \$62,121.43.
- D. Review claim voucher numbers 45868 to 45947 dated December 21, 2015 in the amount of \$75,361.64.
- E. Review voided claim voucher number 45844 dated December 7, 2015 in the amount of \$100.00.
- F. Month-end Close-out for November 2015.

NEW BUSINESS

Review Resolution No. 2015-53/Approving Task Order No. 2015-05 with HLA: Ms. Bounds explained the Task Order is for the Lift Station Project that will be completed during 2016. Justin Bellamy of HLA was present and provided information related to the improvements.

Review Resolution No. 2015-54/Approving Preventative Maintenance Agreement: Ms. Bounds explained that the city recently solicited proposals for HVAC for city buildings. T&M of Washington came in as the low bid. The attached agreement reflects that. Ms. Bounds also explained that T&M is offering no charge for maintenance but will only charge for parts. Council expressed appreciation.

Review Resolution No. 2015-55/Approving Fuel Tax Agreement: Ms. Steele explained that TIB recently awarded funds for a portion of the projects that Zillah applied for. This fuel tax agreement is for those dollars that were awarded.

Review Ordinance No. 1400 Approving Rezone-Stowman: Ms. Steele explained that there will be a closed record public hearing during council meeting and she provided information related to the rezone.

Review Resolution No. 2015-56/Approving Administrative Policy No. 2015-01: Ms. Bounds explained that this policy spells out the benefits for the part-time Fire Chief. Ms. Gonzales had pointed out, at the last meeting, a language change that needed to be made. The correction was made and is being recommended for approval.

COUNCIL/STAFF REPORTS

Police Department: Chief Simmons reported that the City Toy Drive went well and that Santa along with public works and the Fire Department delivered the gifts on Saturday. When they were done, they parked at the Zillah Gardens apartments and handed out what was left. It was successful.

Attorney: Mr. Carmody reported that an administrative adjustment was made to the cemetery rates ordinance that was approved at the last meeting. It was meant for the effective date to be January 1, 2016 but that was not included in the ordinance. It was administratively adjusted because that was the intent of the ordinance and that was agreeable with council.

He also reported that there has been a change of ownership with the developers of the Zillah Lakes Development. Mr. Hemphill recently bought out Lee Pardini.

EXECUTIVE SESSION

Mayor Clark called for Executive Session at 6:25 p.m. for 30 minutes in order to discuss items related to RCW 42.30.140(4)(a). Executive Session ended at 53 p.m. and Regular Session began.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:55 p.m.


Sharon Bounds, City Administrator


Mayor Gary Clark

City of Zillah
City Council Minutes
December 21, 2015

CALL TO ORDER

The meeting was called to order by Mayor Gary Clark at 7:03 p.m.

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

ADDITIONS/CORRECTIONS TO THE AGENDA

ROLL CALL

The following were:

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

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

Absent: Councilmembers Janice Gonzales

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 December 7, 2015.
- B. Review minutes of Council Meeting dated December, 2015.
- C. Review payroll voucher numbers 32146 to 32161 dated December 15, 2015 in the amount of \$62,121.43.
- D. Review claim voucher numbers 45868 to 45947 dated December 21, 2015 in the amount of \$75,361.64.
- E. Review voided claim voucher number 45844 dated December 7, 2015 in the amount of \$100.00.
- F. Month-end Close-out for November 2015.

Motion carried unanimously.

PUBLIC HEARING

Rezone: Mayor Clark opened the Public Hearing at 7:05 p.m. Mr. Carmody reported that this is a closed record public hearing so no new information could be presented other than what is in the record. Ms. Steele provided information about the rezone. Mary Stowman at 1110 Second Avenue was present to state that she is in favor of the rezone. No further public comment was given. The public hearing closed at 7:08 p.m.

Mayor Clark asked the visitor's to introduce themselves. Maria Williams and Merry Daley were present.

NEW BUSINESS

Special Presentation: Mayor Clark presented Betty Duncan with a card of appreciation for all of her volunteer work at the Teapot.

Civic Center Report: Tony Eglet (Senior Group Club President) was present. He provided information about the Civic Center and reported on all of the items that have been purchased by the Seniors for the Civic Center. They include painting, LED lighting, carpet, tables, re-upholstering of the chairs, new chairs purchased, garbage disposal, replacement of water fountain, replacement of water heater, mop sink, floor scrubber, etc. Those things have come to over \$31,000. Appreciation was expressed to Mr. Eglet for all the seniors have done to keep the civic center running.

Vote on Resolution No. 2015-53/Approving Task Order No. 2015-05 with HLA: *Mr. Williams moved, seconded by Mr. Carmack that City Council approve Resolution No. 2015-53 approving Task Order No. 2015-05 with HLA. Motion carried unanimously.*

Vote on Resolution No. 2015-54/Approving Preventative Maintenance Agreement: *Mr. Carmack moved, seconded by Mr. Stewart that City Council approve Resolution No. 2015-54 approving a Preventative Maintenance Agreement with T&M of Washington, Inc. Motion carried unanimously. Mr. Stewart expressed appreciation to T&M for their generosity.*

Vote on Resolution No. 2015-55/Approving Fuel Tax Agreement: *Mr. Stewart moved, seconded by Mr. Miles that City Council approve Resolution No. 2015-55 approving a Fuel Tax Agreement for Project No. 2-E_947(001)-1. Motion carried unanimously.*

Vote on Ordinance No. 1400 Approving Rezone-Stowman: *Mr. Miles moved, seconded by Mr. Williams that City Council approve Ordinance No. 1400 approving the Stowman Rezone. Motion carried unanimously.*

Vote on Resolution No. 2015-56/Approving Administrative Policy No. 2015-01: *Mr. Williams moved, seconded by Mr. Carmack that City Council approve Resolution No. 2015-56 approving Administrative Policy No. 2015-01. Motion carried unanimously.*

Vote on Resolution No. 2015-57/Approving LOU: *Mr. Carmack moved, seconded by Mr. Stewart that City Council approve Resolution No. 2015-57 a Letter of Understanding for the Clerks Agreement. Motion carried unanimously.*

Review Ordinance No. 1401/2016 Salaries: *Mr. Stewart moved, seconded by Mr. Miles that City Council approve Ordinance No. 1401 establishing 2016 Salaries. Motion carried unanimously.*

MAYOR'S REPORT

Mayor Clark extended thanks to the police department for being ranked 19th on the list of safe cities. He also thanked public works, Ms. Bounds and the attorney for all of their hard work.

COMMITTEE/COMMISSION REPORTS

Public Works Committee: Mr. Miles reported that the Public Works Committee met recently to discuss the Zillah Food Bank/Float Barn. No decisions have been made yet.

COUNCIL/STAFF REPORTS

Administration: Ms. Bounds extended appreciation to the planning department and to the fire department and all of the volunteers.

Attorney: Mr. Carmody commented that Zillah is very lucky to have such good people and it is a pleasure working with them.

ADJOURNMENT

Mr. Williams moved, seconded by Mr. Stewart that City Council adjourn the meeting at 7:30 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator


Mayor Gary Clark

Zillah
Transportation Benefit District Minutes
December 21, 2015

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Chairman Doug Stewart

ROLL CALL

The following were:

Present: Chairman Doug Stewart, Board Members Scott Carmack, Gary Clark, Brian Williams and Jeff Miles

Also Present: TBD Secretary/Treasurer Sharon Bounds and TBD Attorney Jamie Carmody

Absent: Board Member Janice Gonzales,

CONSENT AGENDA

Mr. Clark moved, seconded by Mr. Williams that the TBD Board approve the Consent Agenda item A as follows:

A. Approve TBD minutes dated 12-7-15

Motion carried unanimously.

NEW BUSINESS

Review Financial Reports: Ms. Bounds reported that this is the last meeting to be held for the TBD. Recent legislation gave cities the ability to assume the responsibilities of the TBD's rather than keeping them as a separate entity. The city went through the process and will assume everything as of January 1, 2016. Ms. Bounds gave the financial report as of 11/30/2015 and reported that the funds will be kept in a separate bank account and the records will be transferred over to a city fund after the end of the year.

Appreciation was extended to Mr. Stewart who served as TBD Chairman.

ADJOURNMENT

Mr. Clark moved, seconded by Mr. Williams to adjourn the Zillah TBD meeting at 7:38 p.m. Motion carried unanimously.

Sharon Bounds, TBD Secretary/Treasurer

Doug Stewart, District Board Chairman