

**City of Zillah**  
**Study Session Minutes**  
February 1, 2016

**CALL TO ORDER**

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

**ROLL CALL**

The following were:

**Present:** Mayor Gary Clark, Councilmembers Doug Stewart, Scott Carmack, Janice Gonzales and Jeff Miles

**Also Present:** City Administrator Sharon Bounds, Public Works Director Tim Tilley, Planning & Community Development Director Ardele Steele and City Attorney Jamie Carmody

**Absent:** Councilmember Brian Williams and Police Chief Dave Simmons

**ADDITIONS/CORRECTIONS TO THE AGENDA**

Mr. Miles asked that the following item be added under New Business: 5B "Review Resolution No. 2016-05/Contract for Municipal Court Professional Services.

**CONSENT AGENDA**

- A. Review minutes of Study Session dated January 19, 2016.
- B. Review minutes of Council Meeting dated January 19, 2016.
- C. Review payroll voucher numbers 32205 to 32226 dated January 29, 2016 in the amount of \$100,647.61.
- D. Review claim voucher numbers 46066 to 46120 dated February 1, 2016 in the amount of \$106,007.50.
- E. Review Monthly Close-Out Report for December 2015.

**NEW BUSINESS**

**Review Ordinance No. 1402/2016 Budget Amendment and Financial Report:** Ms. Bounds explained that the Finance & Budget Committee met with Mayor Clark and herself last week in order to review year-end financials and the supplemental budget requests as per the city financial policy. Discussion was held about the items being recommended for approval. The list was included for review. Mr. Miles also provided information related to the review and the requests.

**Review Contract for Municipal Court Professional Services:** Ms. Bounds explained that the new Municipal Court judge requested that the city provide additional training for the new court clerk since

there had only been one court date involved within her training period. This contract allows up to 10 hours of training per month for her and will be used after the next few court sessions.

### VISITOR'S COMMENTS

Jerry Bradley thanked the city for all of their support for the Veterans Memorial Project.

### MAYOR'S REPORT

Mayor Clark mentioned that the city needs to update the RHTT maps in town.

### COUNCIL/STAFF REPORTS

**Planning Department:** Ms. Steele reported that the County will soon close down North Meyers Road so that they can construct the new bridges and the roadway. The closure is expected to be for apx. 18 months.

**Public Works:** Mr. Tilley reported on a sink hole and broken pipes in the general area of 5<sup>th</sup> street and Glenwood Drive. They will look into it further this week and will estimate what the cost will be to repair the lines.

**Administration:** Ms. Bounds provided a status update on the cemetery ordinance review that was discussed last fall. She will organize meetings in order to gather public input on city regulations for items allowed on graves, etc. in the cemetery. She also explained that she is looking at new signage for the cemetery entrance.

### ADJOURNMENT

Mayor Gary Clark adjourned the meeting at 6:40 p.m.

  
Sharon Bounds, City Administrator

  
Gary Clark, Mayor  
Brian Williams, Mayor Pro-tem for

**City of Zillah**  
**City Council Minutes**  
February 1, 2016

**CALL TO ORDER**

The meeting was called to order by Mayor 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, Scott Carmack, Janice Gonzales and Jeff Miles

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

Absent: Councilmember Brian Williams

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Ms. Gonzales that the City Council add the following item to the Agenda under New Business: 8D, Vote on Resolution No. 2016-05/Contract for Municipal Court Professional Services. Motion carried unanimously.*

**CONSENT AGENDA**

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

- A. Review minutes of Study Session dated January 19, 2016.
- B. Review minutes of Council Meeting dated January 19, 2016.
- C. Review payroll voucher numbers 32205 to 32226 dated January 29, 2016 in the amount of \$100,647.61.
- D. Review claim voucher numbers 46066 to 46120 dated February 1, 2016 in the amount of \$106,007.50.
- E. Review Monthly Close-Out Report for December 2015.

*Motion carried unanimously.*

**NEW BUSINESS**

**Special Presentations:** Retiring Court Administrator Bev Arens and Municipal Court Judge Debbie Mendoza were presented with plaques of appreciation for their years of service to the city. They had a combined amount of 53 years of service to the city. Thanks were extended to them.

**Introductions and Appointment of Municipal Court Judge:** Introductions were made for new Municipal Court Judge Therese Murphy and Court Clerk Kimm Ward. Ms. Bounds administered the Oath of Office to Therese Murphy and congratulations were extended.

*Mr. Carmack moved, seconded by Mr. Stewart that City Council ratify the appointment of Therese Murphy to serve as Zillah Municipal Court Judge effective February 1, 2016 through December 31, 2017. Motion carried unanimously.*

**Vote on Ordinance No. 1402/2016 Budget Amendment:** *Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1402/2016 Budget Amendment. Motion carried unanimously.*

**Vote on Resolution No. 2016-05/Contract for Municipal Court Professional Services:** *Mr. Miles moved, seconded by Ms. Gonzales that City Council approve Resolution No. 2016-05 approving a Contract for Municipal Court Professional Services. Motion carried unanimously.*

### EXECUTIVE SESSION

Mayor Clark called for Executive Session at 7:22 p.m. for 40 minutes in order to discuss issues related to RCW 42.30.140(4)(a). He stated that action is expected to be taken after. Executive Session ended at 7:55 p.m. and Regular Session began.

### NEW BUSINESS

*Mr. Miles moved, seconded by Ms. Gonzales to add the following item to the agenda under New Business: Item 8E, Vote on Ordinance No. 1403 / 2016 Salaries. Motion carried unanimously.*

**Vote on Ordinance No. 1403/2016 Salaries:** *Ms. Gonzales moved, seconded by Mr. Carmack to approve Ordinance No. 1403/2016 Salaries. Motion carried unanimously.*

### ADJOURNMENT

*Mr. Stewart moved, seconded by Ms. Gonzales to adjourn the meeting at 7:56 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
Gary Clark, Mayor  
*Brian Williams, Mayor Pro-tem for*