

**City of Zillah
Study Session Minutes
February 5, 2018**

CALL TO ORDER

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

ROLL CALL

The following were:

Present: Mayor Carmack, Councilmembers Doug Stewart, Beth Husted, Brian Williams, and Jeff Miles

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

Absent: Councilmember Janice Gonzales and Planning and Community Development Director Ardele Steele.

CONSENT AGENDA

- A. Review minutes of Study Session dated January 16, 2018.
- B. Review minutes of Council Meeting dated January 16, 2018.
- C. Review claim voucher number 49082 to 49138 dated December 31, 2017 Open Period in the amount of \$103,377.15.
- D. Review claim voucher number 49170 to 49238 dated February 5, 2018 in the amount of \$109,461.03.
- E. Review payroll voucher numbers 33132 to 33153 dated January 31, 2018 in the amount of \$104,531.30.
- F. Review Void Checks 33128, 49106, 49120-49128 and 49139-49168
- G. Review Month-end Close-out Report December 2017.

NEW BUSINESS

Review Resolution No. 2018-04 Accepting City Hall Sidewalk Project as Complete: Ms. Bounds reported that the City Hall Sidewalk project has been completed and now formally needs to be closed out.

Review Resolution No. 2018-05 Revising Travel Policy: Ms. Bounds explained that changes to the policy were to include updated per diem and travel rates.

Review Resolution No. 2018-06 Agreement with Lexipol LLC: Chief Quantrell explained that the representative from Lexipol had come to the last meeting to provide information about their services. Chief believes subscribing to their services will be a real asset for his department.

Review Resolution No. 2018-07 Agreement with PPC Solutions, Inc.: Ms. Bounds explained that the current agreement with PPC Solutions, Inc. for court security expires this month so the only changes to the agreement are to extend the dates to cover the following year.

Review Resolution No. 2018-08 Contract for Municipal Court Services/Pina: Ms. Bounds reminded everyone that the current court clerk gave her notice a couple of weeks ago. Rebecca Pina was a court clerk for Toppenish who lost her job when Toppenish moved their court services to Sunnyside. She has agreed to contract with Zillah during the interim hiring period.

Review Ordinance No. 1459/2018 Budget Amendment: Ms. Bounds provided information related to the budget amendments.

Review Resolution No. 2018-09 Amending Zillah Infrastructure Improvement Plan (ZIIP): Ms. Bounds explained that the Parks Matrix needed to be revised to include adding the items to be funded out of the Parks Fund and this officially does that.

Review Revised Parks Plan and Fund Usage: Ms. Bounds explained that the Parks Plan is being changed to include items to be funded out of the Parks Fund and includes a motion to approve fund usage from the 104 and 107 funds.

Review Ordinance No. 1460 Establishing Cemetery Fees: Ms. Bounds stated that the change made to this ordinance is to add a fee for an oversized cremation liner that had not previously been used.

Discuss Cemetery Regulations: Mayor Carmack explained that, due to recent public input, the city is planning to enforce cemetery regulations relating to items put on the graves. Over the winter months when the public works does not pick up the items, there has gotten to be quite a collection of items that have been put on the graves. Notices have been posted near the gravesites and some families have already removed several of the items that are not allowed. The Cemetery Committee will meet and review the ordinance for possible changes and a revised ordinance will be brought back to council for approval.

COMMITTEE/COMMISSION REPORTS

Mayor Carmack reviewed the Planning Commission minutes and mentioned that he has directed them to look into regulations allowing chickens. Visitor's present, commented they would like the city to allow them to have chickens and if you regulate them responsibly it can protect the city from issues.

COUNCIL/STAFF REPORTS

Fire Department: Chief Stonemetz reported that they are almost done refurbishing the old fire engine. He also mentioned that they recently applied for a FEMA grant to pay for air packs and he reported on active shooter training he recently attended.

ZPD: Chief Quantrell reported that his department has been busy recently with an uptick in thefts and vehicle prowls.

Public Works: Mr. Simmons reported that the lights that were recently installed for the First Avenue project are going to be sent back to the manufacturer as there are minor defects. He also reported that he is working with Pacific Power in applying for a grant which would replace out current lighting for new LED lighting in Zillah.

Administration: Ms. Bounds reported that she's been receiving some cell tower requests the past couple of months and the city needs to evaluate where they are on allowing more equipment on the cell towers or if agreements need to be revised to allow changes.


VISITOR'S COMMENTS

Jerry and Nancy Balash (1101 Meadowlark Lane) have four acres. They complained about their irrigation charges being too high and asked the city to consider lowering the charge to them since they maintain their own pump and system. Mr. and Mrs. Hawley own the adjoining property and they also stated their concerns and asked the city to reduce the billing amount. Ms. Bounds provided information about how the residents are billed. Mr. Carmody stated that the city is responsible to provide maintenance and services to the irrigation system (in total) for the city. There are differences in properties and how their systems are set up but the city has to consider the total system and charges everyone the same rate without handpicking who gets charged differently. The city has conducted rate studies and has increased their irrigation rates in the past few years because of not having charged enough in the past to financially sustain maintenance of the system. Mayor Carmack thanked those present for their input.

ADJOURNMENT

Mayor Carmack adjourned the meeting at 6:50 p.m.


Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

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City Council Minutes
February 5, 2018**

CALL TO ORDER

Mayor Carmack called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Carmack led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Carmack, Councilmembers Doug Stewart, Beth Husted, Brian Williams, and Jeff Miles

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

Absent: Councilmember Janice Gonzales and Planning and Community Development Director Ardele Steele

CONSENT AGENDA

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

- A. Approve minutes of Study Session dated January 16, 2018.
- B. Approve minutes of Council Meeting dated January 16, 2018.
- C. Approve claim voucher number 49082 to 49138 dated December 31, 2017 Open Period in the amount of \$103,377.15.
- D. Approve claim voucher number 49170 to 49238 dated February 5, 2018 in the amount of \$109,461.03.
- E. Approve payroll voucher numbers 33132 to 33153 dated January 31, 2018 in the amount of \$104,531.30.
- F. Approve Void Checks 33128, 49106, 49120-49128 and 49139-49168
- G. Approve Month-end Close-out Report December 2017.

Motion carried unanimously.

NEW BUSINESS

Oath of Office – Beth Husted: Ms. Bounds administered the Oath of Office to Beth Husted and congratulations were extended.

Vote on Resolution No. 2018-04 Accepting City Hall Sidewalk Project as Complete: Mr. Williams moved, seconded by Ms. Husted to approve Resolution No. 2018-04 accepting the 2017 City Hall Sidewalk Project as complete. Motion carried unanimously.

Vote on Resolution No. 2018-05 Revising Travel Policy: Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2018-05 adopting Travel Policy No. 2018-01. Motion carried unanimously.

Vote on Resolution No. 2018-06 Agreement with Lexipol LLC: : Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2018-06 Approving an Agreement with Lexipol, LLC. Motion carried unanimously.

Vote on Resolution No. 2018-07 Agreement with PPC Solutions, Inc.: Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2018-07 Approving an Agreement with PPC Solutions, Inc. for security services. Motion carried unanimously.

Vote on Resolution No. 2018-08 Contract for Municipal Court Services/Pina: Mr. Williams moved, seconded by Ms. Husted to approve Resolution No. 2018-08 Approving a Contract for Municipal Court Professional Services with Rebecca Pina. Motion carried unanimously.

Vote on Resolution No. 2018-09 Amending Zillah Infrastructure Improvement Plan (ZIIP): Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2018-09 adopting the General Parks and Open Space Plan Matrix. Motion carried unanimously.

Vote on Ordinance No. 1459/2018 Budget Amendment: Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1459 approving 2018 Budget Amendments. Motion carried unanimously.

Vote on Ordinance No. 1460 Establishing Cemetery Fees: Mr. Williams moved, seconded by Ms. Husted to approve Ordinance No. 1460 establishing Cemetery Fees. Motion carried unanimously.

Vote on Revised Parks Plan and Fund Usage: Ms. Husted moved, seconded by Mr. Stewart that City Council approve the revised parks plan for 2018 and the following list of expenditures out of the Parks & Pool Reserve Fund and the Cemetery Endowment Fund and as per Ordinance No. 1459: 104 Parks & Pool Reserve Fund - \$10,300.00, 701 Cemetery Endowment Fund - \$10,300.00. Motion carried unanimously.

ADJOURNMENT

Mr. Williams moved, seconded by Mr. Miles to adjourn the meeting at 7:10 p.m. Motion carried unanimously.



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor