

**City of Zillah
Study Session Minutes
February 6, 2017**

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 Dr. Scott Carmack, Brian Williams, Janice Gonzales and Jeff Miles

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

Absent: Councilmember Doug Stewart

CONSENT AGENDA

- A. Review minutes of Study Session dated January 19, 2017.
- B. Review minutes of Council Meeting dated January 19, 2017.
- C. Review claim voucher numbers 47590 to 47622 dated December 31, 2016 in the amount of \$86,294.56.
- D. Review claim voucher number 47623 dated January 31, 2017 in the amount of \$348.73.
- E. Review claim voucher numbers 47624 to 47707 dated February 6, 2017 in the amount of \$116,583.82.
- F. Review voided check #47586 dated January 17, 2017 in the amount of \$2603.00.
- G. Review payroll voucher numbers 32700 to 32716 dated January 31, 2017 in the amount of \$92,842.66.
- H. Review month-end close-out dated December 31, 2016.

NEW BUSINESS

Review Resolution No. 2017-02 Approving Policy No. 2017-01: Ms. Bounds provided information about the minor change made to the City Financial Policy.

Review Resolution No. 2017-03 Accepting Vintage Valley Lift Station as complete: Ms. Bounds explained that the Vintage Valley Lift Station Project has been completed and the paperwork needs to be filed with the state.

Review Resolution No. 2017-04 Approving Amended Exchange Agreement: Discussion was held about this agreement and it was decided that the agreement would be brought back for final review to the next meeting.

Review Ordinance No. 1430/2017 Budget Amendment: Ms. Bounds provided information related to the supplemental budget requests that are funded within the budget amendment.

VISITOR'S COMMENTS

Marcus Covar was present and explained that he is attending the meeting to earn his merit badge for citizenship. Mayor Clark welcomed him.

Dave Arens extended congratulations to Tim Quantrell for his upcoming appointment as Police Chief.

COMMITTEE/COMMISSION REPORTS

Finance Report: Mr. Miles explained that the finance/budget committee met with the Mayor and Ms. Bounds to review 2016 year end financials and gave a report.

COUNCIL/STAFF REPORTS

Fire Department: Chief Stonemetz reported that his new command vehicle is now in operation. He also reported that aid calls were up from the previous year by 20%.

Planning Department: Ms. Steel reported on various planning applications and explained that the Comprehensive Plan changes are currently underway.

Police Department: Acting Chief Quantrell reported that the police department is in the process of Sergeant testing. The department is also working on records destruction through the records retention schedules.

Public Works: Mr. Simmons reported on the snow removal efforts.


EXECUTIVE SESSION

Mayor Clark called for Executive Session at 6:39 p.m. for 20 minutes in order to discuss an issue related to RCW 42.30.140(4)(a). Executive Session ended at 6:56 p.m. and Regular Session began.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:58 p.m.


Sharon Bounds, City Administrator


Gary Clark, Mayor

**City of Zillah
City Council Minutes
February 6, 2017**

CALL TO ORDER

The meeting was called to order by Mayor Gary Clark at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Gary Clark, Councilmembers Dr. Scott Carmack, Brian Williams, Janice Gonzales and Jeff Miles

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

Absent: Councilmember Doug Stewart

ADDITIONS/CORRECTIONS TO THE AGENDA

Ms. Gonzales moved, seconded by Mr. Williams that City Council remove item 8E under New Business. Motion carried unanimously.

CONSENT AGENDA

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

- A. Review minutes of Study Session dated January 19, 2017.
- B. Review minutes of Council Meeting dated January 19, 2017.
- C. Review claim voucher numbers 47590 to 47622 dated December 31, 2016 in the amount of \$86,294.56.
- D. Review claim voucher number 47623 dated January 31, 2017 in the amount of \$348.73.
- E. Review claim voucher numbers 47624 to 47707 dated February 6, 2017 in the amount of \$116,583.82.
- F. Review voided check #47586 dated January 17, 2017 in the amount of \$2603.00.
- G. Review payroll voucher numbers 32700 to 32716 dated January 31, 2017 in the amount of \$92,842.66.
- H. Review month-end close-out dated December 31, 2016.

Motion carried unanimously.

NEW BUSINESS

Vote to Ratify Appointment of Police Chief: Ms. Gonzales moved, seconded by Dr. Carmack that City Council ratify the Appointment of Tim Quantrell as Police Chief effective February 1, 2017. Motion carried unanimously.

Oaths of Office: Ms. Bounds administered Oaths of Office to Traci DeOchoa as Secretary Examiner of the Civil Service Commission and Tim Quantrell as Police Chief. The room was packed with people in attendance and Congratulations were extended.

Vote on Resolution No. 2017-02 Approving Policy No. 2017-01: Dr. Carmack moved, seconded by Mr. Miles that City Council Approve Resolution No. 2017-02 approving Policy No. 2017-01. Motion carried unanimously.

Vote on Resolution No. 2017-03 Accepting Vintage Valley Lift Station as complete: Mr. Miles moved, seconded by Mr. Williams that City Council Approve Resolution No. 2017-03 accepting the Vintage Valley Lift Station Improvements Project as complete. Motion carried unanimously.

Vote on Ordinance No. 1430/2017 Budget Amendment: Mr. Williams moved, seconded by Ms. Gonzales that City Council Approve Ordinance No. 1430/2017 Budget Amendment. Motion carried unanimously.

COUNCIL/STAFF REPORTS

Chief Quantrell was congratulated by everyone.

ADJOURNMENT

Ms. Gonzales moved, seconded by Mr. Williams that City Council adjourn the meeting at 7:10 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator


Gary Clark, Mayor