

**City of Zillah**  
**Study Session Minutes**  
August 3, 2015

**CALL TO ORDER**

The meeting was called to order by Mayor Pro tem Brian Williams at 6:00 p.m.

**ROLL CALL**

The following were:

**Present:** Mayor Pro tem Brian Williams, Councilmembers Doug Stewart (arrived at 6:35 p.m.), Janice Gonzales and Jeff Miles

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

**Absent:** Mayor Gary Clark, Council member Skyler Bower and Fire Chief Paul Stonemetz

**CONSENT AGENDA**

- A. Review minutes of Study Session dated July 20, 2015.
- B. Review minutes of Council Meeting dated July 20, 2015.
- C. Review payroll voucher numbers 31913 to 31946 dated July 31, 2015 in the amount of \$95226.14.
- D. Review voided payroll check #31914 \$108.29, #31935 \$1,821.13 and #31933 \$14,233.10 dated July 31, 2015.
- E. Review claim voucher numbers 45311 to 45359 dated August 3, 2015 in the amount of \$15,529.02.

**NEW BUSINESS**

**Review Resolution No 2015-31 Approving Purchase and Sales Agreement with DNR:** Mr. Carmody provided information about the Purchase and Sales Agreement. He explained that the state process for closing is not like a traditional closing. The city ordered a preliminary title report, which is clean. The approved agreement will be sent to them. At the time it's ready to close the city will order the title insurance and closing will be via a deed issued from the state.

**Review Letter of Commitment:** Ms. Bounds explained that this letter is being brought back for approval based on discussion at the last meeting about the Federal Funding for the Vintage Valley Parkway Project.

**Review Resolution No 2015-32 Approving TIB Applications:** Ms. Steele provided information about the three funding applications being submitted to TIB.

**Review Public Participation Plan:** Ms. Steele explained that public hearings are scheduled for this meeting and the next. This is the Public Participation Plan which is an element within the Comp Plan. This officially kicks off the 2016 Comprehensive Plan Update.

### COUNCIL/STAFF REPORTS

**Planning:** Ms. Steele reported that she will need to meet with the Parks Committee this month in order to put together the parks plan for the 2016 budget. Ms. Gonzales stated that she was recently asked about the city parks by residents and would like them to be included in the discussions. A tentative committee meeting will be held on August 11<sup>th</sup> at 5 or 6 p.m. Ms. Gonzales will provide names of those interested in attending.

**ZPD:** Chief Simmons reported that National Night Out is tomorrow at Loges Park at 6:00 p.m. He also shared that Gary Jensen recently passed away. He served on both the Granger and Zillah Police Departments. His service will be on August 12<sup>th</sup>.

**Public Works:** Mr. Tilley stated that he thinks the Second Avenue Street project may be delayed due to utility contractors and the project contractor.

**Administration:** Ms. Bounds explained that the 2016 Budget process officially began today. Staff was asked to submit their budgets by August 24<sup>th</sup>. The Finance Committee will need to meet to discuss various budget issues.

### EXECUTIVE SESSION

*Mayor Pro tem Williams called for Executive Session at 6:30 p.m. for 15 minutes in order to discuss an item related to RCW 42.30.110 (i). Executive Session was extended at 6:45 p.m. for 10 minutes. Executive Session ended at 6:55 p.m. and Regular Session began.*

### ADJOURNMENT

Mayor Pro tem Williams adjourned the meeting at 6:57 p.m.

  
Sharon Bounds, City Administrator

  
Mayor Pro tem Brian Williams

**City of Zillah**  
**City Council Minutes**  
August 3, 2015

**CALL TO ORDER**

The meeting was called to order by Mayor Pro tem Brian Williams at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Pro tem Brian Williams led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Pro tem Brian Williams, Councilmembers Doug Stewart, Janice Gonzales and Jeff Miles

Also Present: City Administrator Sharon Bounds, Police Chief Dave Simmons and City Attorney Jamie Carmody

Absent: Mayor Gary Clark, Councilmember Skyler Bower, Public Works Director Tim Tilley, Planning & Community Development Director Ardele Steele and Fire Chief Paul Stonemetz

**CONSENT AGENDA**

- A. Approve minutes of Study Session dated July 20, 2015.
- B. Approve minutes of Council Meeting dated July 20, 2015.
- C. Approve payroll voucher numbers 31913 to 31946 dated July 31, 2015 in the amount of \$95,226.14.
- D. Approve voided payroll check #31914 \$108.29, #31935 \$1,821.13 and #31933 \$14,233.10 dated July 31, 2015.
- E. Approve claim voucher numbers 45311 to 45359 dated August 3, 2015 in the amount of \$15,529.02.

**PUBLIC HEARING**

**Public Participation Plan/Comp. Plan Update:** Mayor Pro tem Brian Williams opened the public hearing at 7:02 p.m. Mr. Carmody provided information related to the topic of public participation. No public comment was given. Mayor Pro tem Brian Williams closed the public hearing at 7:03 p.m.

**NEW BUSINESS**

**Vote on Resolution No 2015-31 Approving Purchase and Sales Agreement with DNR:** Ms. Gonzales moved, seconded by Mr. Stewart to approve Resolution No. 2015-31 Approving an Agreement for Purchase and Sales of Real Estate between City of Zillah and DNR. Motion carried unanimously.

**Vote on Letter of Commitment:** ; *Mr. Stewart moved, seconded by Mr. Miles to approve the Letter of Commitment to YVCOG and authorize the Mayor to sign it. Motion carried unanimously.*

**Vote on Resolution No 2015-32 Approving TIB Applications:** *Mr. Miles moved, seconded by Ms. Gonzales to approve Resolution No. 2015-32 authorizing three funding applications to TIB. Motion carried unanimously.*

#### COUNCIL/STAFF REPORTS

**ZPD:** Chief Simmons reported that National Night Out is tomorrow night at 6:00 p.m. at Loges Park.

#### ADJOURNMENT

*Ms. Gonzales moved, seconded by Mr. Stewart to adjourn the meeting at 7:05 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
\_\_\_\_\_  
Mayor Pro tem Brian Williams