

**City of Zillah  
Study Session Minutes  
March 18, 2019**

**CALL TO ORDER**

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

**ROLL CALL**

The following were:

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

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

Absent: City Attorney James Carmody

**CONSENT AGENDA**

- A. Review minutes of Council Meeting dated March 4, 2019.
- B. Review WA ST Liquor License for Finer's Finer Food LLC and La Canasta Meat market LLC
- C. Review claim voucher number 50976 to 51015 dated March 15, 2019 in the amount of \$65,805.03.
- D. Review payroll voucher numbers 33575 to 33583 dated March 15, 2019 in the amount of \$72,883.38.
- E. Review Monthly Close-Out dated February 28, 2019.

**NEW BUSINESS**

**Review Resolution No. 2019-06/Exception for Utilities:** Ms. Bounds explained that the city was unable to read the meters during January and February so the city had to send out minimum utility bills. Those bills include 300 cu. ft. Those who have a higher usage than that will be charged the additional usage on the bills they receive next month (for those two months) and may experience hardship because of it. The exception within the resolution gives those people an additional amount of time to pay without being penalized.

**Review Resolution No. 2019-07/Guidelines for managing Capital Assets:** Ms. Bounds explained that the city currently has a Small and Attractive Asset policy but now needs to approve a policy for management of Capital Assets, (assets with a value over \$5,000).

**Review Resolution No. 2019-08/Accepting 3<sup>rd</sup>/G Street Project as complete:** Ms. Bounds explained that this project is now completed and that council needs to officially determine it is complete so the Notice of Completion can be sent to the state.

## VISITOR'S COMMENTS

John Hill – 1011 Third Avenue – was present to complain about the irrigation billing. He stated that he has 8 acres and his bill is higher than everyone else because of it. He said he has his own pump and the city does not maintain it. Mayor Carmack explained that the irrigation charge is an assessment not a fee or charge for service. He stated that everyone in the city under that system is charged the same assessment. Mr. Hill argued that he should not be charged because the city does nothing for him in maintaining it. Mayor Carmack explained that he is paying the same charge for a complete acre as someone else is paying for a lot so he is getting the better deal. Ms. Bounds provided information about the last water rate study and the fact that the assessment was increased in order to financially sustain operation of the complete irrigation system. Further discussion was held and Mr. Hill stated that the auditors won't be happy when they visit us this year. Ms. Bounds explained that she had provided the auditor's with information last year when they called and they did not pursue the issue as it did not look like the city was doing anything inappropriate. They will follow up at their next audit.

## MAYOR'S REPORT

Mayor Carmack reported that he had a great hunting trip in Alaska and the temperature was -20.

## COUNCIL/STAFF REPORT

**Administration:** Ms. Bounds set up a map on the projector and reported on an issue with irrigation in another area of the city. She explained that Mr. Simmons noticed that the water level in the Pond had gone down so he started investigating. He found out that SVID had plugged a line on Cheyne Road. That line is the source of drainage water that flows into the Pond. Stadelman is working on a project in which the irrigation lines need to be abandoned or re-routed so SVID's solution was to abandon the area as they stated they have no use for the lines. When the city notified them, they offered to give the city responsibility for the lines and to keep minimal water running through them but there were liability issues that were discussed. Ms. Bounds explained that the water is drainage water that the city has no jurisdiction over or ability to charge for. Some property owners have, over the years, hooked up to those drainage lines and are using them so they may not have that usage in the future. There should still be a minimal amount of water flowing that comes from Konewack district that may keep them operating. After discussing the responsibility, liability and cost of maintaining the lines, council decided it would be best not to take them over. City staff will reach out to people who may be served by those lines to let them know that they may not have use of that water in the future.

**Police Department:** Chief reported that he received a call of shots fired over the weekend and are investigating that.

**Public Works:** Mr. Simmons reported that he recently completed interviews for the maintenance positions and has hired two people. Mayor Carmack thanked the crew for doing a good job on snow removal.

**Mayor:** Mayor Carmack reported that he participated in another interview for the building inspector/code enforcement position. He hired someone who seems to be a good fit for the city.

**Administration:** Ms. Bounds explained that chamber has shown an interest in taking over running the Teapot as a visitor's center. She and Curt Vangstad, on behalf of chamber will go around to the various clubs in an effort to drum up volunteers. If chamber decides they are interested and agreement will be brought back to council for approval.

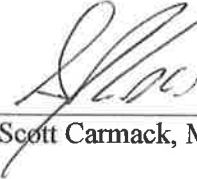
**Planning:** Ms. Steele reported on her new hire. She reported that the YVCOG meeting will be held this Wednesday. She also reported on the current building and enforcement activity.

Mayor Carmack reported that he will attend the next senior dinner to discuss the upcoming sewer rate increase.

**AJOURNMENT**

The meeting adjourned at 6:50 p.m.

  
Sharon Bounds, City Administrator

  
\_\_\_\_\_  
Dr. Scott Carmack, Mayor

**City of Zillah  
City Council Minutes  
March 18, 2019**

**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 Scott Carnack, Councilmembers Doug Stewart, Beth Husted, Brian Williams, Janice Gonzales and Jeff Miles

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

Absent: City Attorney James Carmody

**CONSENT AGENDA**

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

- A. Approve minutes of Council Meeting dated March 4, 2019.
- B. Approve WA ST Liquor License for Finer's Finer Food LLC and La Canasta Meat market LLC
- C. Approve claim voucher number 50976 to 51015 dated March 15, 2019 in the amount of \$65,805.03.
- D. Approve payroll voucher numbers 33575 to 33583 dated March 15, 2019 in the amount of \$72,883.38.
- E. Approve Monthly Close-Out dated February 28, 2019.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Resolution No. 2019-06/Exception for Utilities:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2019-06 providing a one-time exception relating to penalty fees and disconnections & reconnections for utility services. Motion carried unanimously.*

**Vote on Resolution No. 2019-07/Guidelines for managing Capital Assets:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2019-07 adopting Policy No. 2019-02 establishing guidelines for managing capital assets. Motion carried unanimously.*

**Vote on Resolution No. 2019-08/Accepting 3<sup>rd</sup>/G Street Project as complete:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2019-08 accepting the West Third Avenue and G Street Improvements Project as complete. Motion carried unanimously.*

#### **MAYOR'S REPORT**

Mayor Carmack stated that Chamber did well in raising funds at the banquet and he wishes he could have been there to award Sharon Bounds with City Employee of the Year.

#### **AJOURNMENT**

*Mr. Williams moved, seconded by Mr. Miles that the meeting adjourn at 7:03 p.m. Motion carried unanimously.*



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor