

**City of Zillah**  
**Study Session Minutes**  
March 7, 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 and Councilmembers Doug Stewart, Dr. Scott Carmack (arrived at 6:04 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 Attorney Gary Lofland

Absent: Councilmember Brian Williams

**CONSENT AGENDA**

- A. Review minutes of Study Session dated February 16, 2016.
- B. Review minutes of Council Meeting dated February 16, 2016.
- C. Review WA State Liquor License for Ameristar #15.
- D. Review payroll voucher numbers 32241 to 32266 dated February 29, 2016 in the amount of \$85,897.84.
- E. Review claim voucher number 46180 dated February 16, 2016 in the amount of \$1,504.50.
- F. Review claim voucher number 46181 to 46182 dated February 29, 2016 in the amount of \$7,395.19.
- G. Review claim voucher numbers 46183 to 46297 dated March 7, 2016 in the amount of \$36,612.03.
- H. Review Month-end Close-out for January 31, 2016.

**NEW BUSINESS**

**Presentation by Yakima Valley Tourism/2015 Annual Report:** Jared Yokum from Yakima Valley Tourism presented the 2015 Annual Report and answered questions.

**Review Resolution No. 2016-09/Service Agreement:** Ms. Bounds provided information related to the service agreement with Online Solutions LLC.

**Review Resolution No. 2016-10/Interfund Loan:** Ms. Bounds explained that the interfund loan is to go into the Capital Street Projects Fund for the street constructions projects this year. It will be paid back after the project has been completed.

**Review Resolution No. 2016-11/Contract for Interpreter Services:** Ms. Bounds explained that the city recently requested proposals from certified interpreters. The proposals were reviewed and an interpreter was selected. The attached contract is with Yolanda Lopez.

**Review Ordinance No. 1405/2016 Budget Amendment:** Ms. Bounds provided information related to the budget amendments and answered questions.

**Review Resolution No. 2016-12/Adopting Safety Policy:** Ms. Bounds explained that staff has been working on the safety policy and has finalized it for approval. Since one of the focuses this year is on safety, the city staff will be training on it throughout this year.

### MAYOR'S REPORT

Mayor Clark reported that the Chamber Awards Banquet will be held next week on March 16<sup>th</sup> at the Old Warehouse Events Center.

### COUNCIL/STAFF REPORTS

**Planning:** Ms. Steele explained that DO T has a VERG group that will put on a presentation next Wednesday that she will attend.

**Police Department:** Chief Simmons reported that theft and burglary has increased the past few months so he is ramping up their effort to keep an eye out. He reported that the Bridge has been secured and also that they are in the process of remodeling the court clerk room.

**Public Works:** Mr. Tilley reported that Cutler Way has been graded.

**Administration:** Ms. Bounds reported that she is putting a committee together to review the city theme. She and Ms. Steele will be giving a power point presentation at the Chamber meeting tomorrow and will ask for a couple of participants from that group for the committee.

It was decided that due to lack of time, the Executive Session would be moved over to the Council Agenda.

### ADJOURNMENT

Mayor Clark adjourned the meeting at 6:51 p.m.



Sharon Bounds, City Administrator



Gary Clark, Mayor

**City of Zillah**  
**City Council Minutes**  
March 7, 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, Dr. Scott Carmack, 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 Attorney Gary Lofland

Absent: Councilmember Brian Williams

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Ms. Gonzales to add item 8A "Administer Oath of Office/Andrew Giles" to the agenda under New Business. The other items would move down one item on the agenda. Motion carried unanimously.*

*The Executive Session was also be added to the Agenda under 13A*

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated February 16, 2016.
- B. Approve minutes of Council Meeting dated February 16, 2016.
- C. Approve WA State Liquor License for Ameristar #15.
- D. Approve payroll voucher numbers 32241 to 32266 dated February 29, 2016 in the amount of \$85,897.84.
- E. Approve claim voucher number 46180 dated February 16, 2016 in the amount of \$1,504.50.
- F. Approve claim voucher number 46181 to 46182 dated February 29, 2016 in the amount of \$7,395.19.
- G. Approve claim voucher numbers 46183 to 46297 dated March 7, 2016 in the amount of \$36,612.03.

H. Approve Month-end Close-out for January 31, 2016.  
*Motion carried unanimously.*

#### NEW BUSINESS

**Administer Oath of Office/Andrew Giles:** Chief Simmons introduced new officer, Andrew Giles. Officer Giles introduced his family that was in the audience. Ms. Bounds administered the Oath of Office and congratulations were extended.

**Vote on Resolution No. 2016-09/Service Agreement:** *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2016-09/approving a Service Agreement with Online Solutions, LLC. Motion carried unanimously.*

**Vote on Resolution No. 2016-10/Interfund Loan:** *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2016-10 authorizing an Interfund Loan. Motion carried unanimously.*

**Vote on Resolution No. 2016-11/Contract for Interpreter Services:** *Mr. Miles moved, seconded by Ms. Gonzales to approve Resolution No. 2016-11 approving an agreement for Certified Interpreter Services between City of Zillah and Yolanda B. Lopez. Motion carried unanimously.*

**Vote on Ordinance No. 1405/2016 Budget Amendment:** *Ms. Gonzales moved, seconded by Dr. Carmack to approve Ordinance No. 1405/2016 Budget Amendment. Motion carried unanimously.*

**Vote on Resolution No. 2016-12/Adopting Safety Policy:** *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2016-12 adopting Policy No. 2016-01/Accident Prevention & Safety Management Program. Motion carried unanimously.*


#### EXECUTIVE SESSION

Mayor Clark called for Executive Session at 7:09 p.m. for 20 minutes in order to discuss issues related to RCW 42.30.110(1)(g). At 7:29 Executive Session was extended for 30 minutes. Executive Session ended at 7:58 p.m. and regular session began.

#### ADJOURNMENT

*Ms. Gonzales moved, seconded by Mr. Stewart to adjourn the meeting at 8:00 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
Gary Clark, Mayor