

**City of Zillah
Study Session Minutes
April 3, 2017**

CALL TO ORDER

City Administrator Sharon Bounds called the meeting to order at 6:06 p.m. She asked for nominations for someone to chair the meetings. Mr. Miles nominated Councilmember Gonzales, seconded by Mr. Stewart to serve as Chairman. Nomination carried unanimously. Ms. Gonzales took over the meeting.

ROLL CALL

The following were:

Present: Chairman Janice Gonzales and Councilmembers Dr. Scott Carnack, Doug Stewart and Jeff Miles

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

Absent: Mayor Gary Clark, Councilmember Brian Williams and Fire Chief Paul Stonemetz

CONSENT AGENDA

- A. Review minutes of Study Session dated March 20, 2017.
- B. Review minutes of Council Meeting dated March 20, 2017.
- C. Review claim voucher numbers 47884 to 47926 dated April 3, 2017 in the amount of \$16,193.04.
- D. Review payroll voucher numbers 32770 to 32794 dated March 31, 2017 in the amount of \$101,593.64.

NEW BUSINESS

Review Resolution No. 2017-12/Interfund Loan: Ms. Bounds explained that this interfund loan originates from the sewer reserve fund to the Capital Street Projects Fund. Interest charged will be 1%.

Review Ordinance No. 1435/2017 Budget Amendment: Ms. Bounds provided information on the budget amendments and requested that the item for Frost Boil Repair for \$35,000 be removed. She said that TIB just announced that they are designating money throughout the state that we can apply for to be used for the repairs related to the winter weather. Each city can apply for up to \$50,000. The application period opens on 4/7 and the city will apply immediately. If granted, the funds have to be spent by the end of August 2017. After we find out whether Zillah receives the funds we will bring the amount back to council for a budget amendment request.

Review Resolution No. 2017-13/Reimbursement Resolution: Ms. Bounds explained that the city recently submitted a Notice of Intent along with a credit application to the State Treasurer Local Programs Loan program for the purchase of three new fully equipped police vehicles. It may take around two

weeks for the request to be approved. This Reimbursement Resolution needs to be approved allowing the city to purchase the vehicles and equipment and then be reimbursed through the loan.

Review Ordinance No. 1436 Establishing use of MRSC Rosters: Ms. Bounds explained that each year the city is required to publish notice of our small works roster, inviting contractors to join. Municipal Research (MRSC) runs a roster program and the city would like to join it. This ordinance relating to the city small works roster needs to be revised to reference that membership as of June 1st.

Review Resolution No. 2017-14 Approving Contract with MRSC Rosters: This agreement with MRSC is for the city to join into membership with MRSC Rosters Program.

Review Ordinance No. 1437 / Regulations for Animals: Chief Quantrell provided information about the minor changes to the animal ordinance. Most of it included definitions.

Review Ordinance No. 1438 / Vehicle and Traffic Codes: Dr. Carmack stated that he would like the city to implement a snow rule not to allow parking in the downtown core area so that the streets can be plowed. Discussion was held. Dr. Carmack also suggested the city cites people for littering for the illegal dumping they are doing over in the lot on the west end of Stewart Park.

Ms. Bounds explained that revising the next two ordinances has been a process over the past year. The penal code has never been sent for codification and staff will send these ordinances to the codification company for an estimate. She explained that the municipal code is just a summary of all of the city ordinances put into one document for ease of use. Chief Quantrell provided information about the minor changes that were made to the Vehicle and Traffic Codes.

Review Ordinance No. 1439 / Law Enforcement Code: Chief Quantrell provided information about the minor changes that were made to the Law Enforcement Code. Jamie Carmody provided further information on changes and the reasons behind them.

COUNCIL/STAFF REPORTS

Police Department: Chief Quantrell reported that his new officer should be onboard in the next two weeks if everything goes smoothly.

Public Works Department: Mr. Simmons reported that irrigation is coming in now and they have been busy with that. The crew is going to start enforcing that irrigation water doesn't get turned back on in the case of a leak, until a shut-off valve is installed. He also discussed other irrigation issues with council.

Administration: Ms. Bounds mentioned that city hall has been inundated with people inquiring about their utility bills being higher than normal. The city was unable to read meters for three months during the bad weather so minimum (300 cu. ft.) bills were sent out. She explained that they tried to be proactive by including language on the last four billings explaining that the bills may be higher once the meters were read again.

ADJOURNMENT

Chairman Janice Gonzales adjourned the meeting at 6:55 p.m.


Sharon Bounds, City Administrator


Janice Gonzales, Chairman

**City of Zillah
City Council Minutes
April 3, 2017**

CALL TO ORDER

The meeting was called to order by Chairman Gonzales at 7:00 p.m.

ROLL CALL

The following were:

Present: Chairman Janice Gonzales and Councilmembers Dr. Scott Carmack, Doug Stewart, Janice Gonzales and Jeff Miles

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

Absent: Mayor Gary Clark, Councilmember Brian Williams and Fire Chief Paul Stonemetz

CONSENT AGENDA

Mr. Miles moved, seconded by Dr. Carmack to approve the Consent Agenda, items A through D as follows:

- A. Approve minutes of Study Session dated March 20, 2017.
- B. Approve minutes of Council Meeting dated March 20, 2017.
- C. Approve claim voucher numbers 47884 to 47926 dated April 3, 2017 in the amount of \$16,193.04.
- D. Approve payroll voucher numbers 32770 to 32794 dated March 31, 2017 in the amount of \$101,593.64.

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2017-12/Interfund Loan: *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2017-02 approving an Interfund Loan. Motion carried unanimously.*

Vote on Ordinance No. 1435/2017 Budget Amendment: *Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1435/2017 Budget Amendment with the following change: Remove the item for Frost Boil Repair for \$35,000. Motion carried unanimously.*

Vote on Resolution No. 2017-13/Reimbursement Resolution: *Mr. Miles moved, seconded by Dr. Carmack to approve Resolution No. 2017-13 authorizing reimbursement of expenditures from State Treasurer's office Local Funds. Motion carried unanimously.*

Vote on Ordinance No. 1436 Establishing use of MRSC Rosters: *Dr. Carmack moved, seconded by Mr. Stewart to approve Ordinance No. 1436/repealing Ordinance No's 1432 and 1433 and adopting Chapter 2.66 of the ZMC. Motion carried unanimously.*

Vote on Resolution No. 2017-14 Approving Contract with MRSC Rosters: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-14 approving a contract with MRSC Rosters. Motion carried unanimously.*

Vote on Ordinance No. 1437 / Regulations for Animals: *Mr. Miles moved, seconded by Dr. Carmack to approve Ordinance No. 1437 approving Animal Regulations. Motion carried unanimously.*

Vote on Ordinance No. 1438 / Vehicle and Traffic Codes: *Dr. Carmack moved, seconded by Mr. Stewart to approve Ordinance No. 1438 amending Vehicle and Traffic Codes. Motion carried unanimously.*

Vote on Ordinance No. 1439 / Law Enforcement Code: *Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1439 amending Law Enforcement Codes. Motion carried unanimously.*

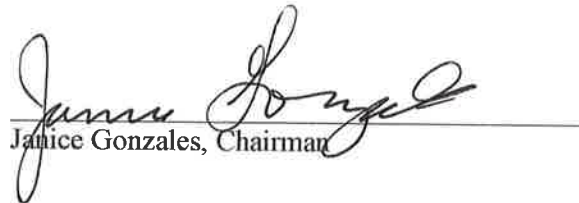
COUNCIL/STAFF REPORTS

Communitywide Yard Sale: *Dr. Carmack reported that the Communitywide Yard Sale is on Friday and Saturday April 14 and 15.*

ADJOURNMENT

Mr. Miles moved, seconded by Dr. Carmack to adjourn the meeting at 7:05 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator


Janice Gonzales, Chairman