

**City of Zillah**  
**Study Session Minutes**  
April 6, 2015

**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 Skyler Bower, Brian Williams and Jeff Miles

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

Absent: Councilmember Doug Stewart and Janice Gonzales

**CONSENT AGENDA**

- A. Review minutes of Study Session dated March 16, 2015.
- B. Review minutes of Council Meeting dated March 16, 2015.
- C. Review payroll voucher numbers 31739 to 31764 dated March 31, 2015 in the amount of \$92,692.20.
- D. Review voided payroll voucher number 31733 in the amount of \$1,817.54 and voided claim voucher number 44800 in the amount of \$2,157.00.
- E. Review claim voucher numbers 44882 to 44883 dated March 13, 2015 in the amount of \$4,496.59 and claim voucher numbers 44884 to 44941 dated April 6, 2015 in the amount of \$25,457.08.
- F. Review Month-end Close-out for February 2015.

**NEW BUSINESS**

**Review Hotel/Motel Tax Fund Request:** Ms. Bounds explained that this request has been submitted by the school district for city participation in the West entrance sign.

**Review Resolution No. 2015-09/ILA for Cooperative Purchasing:** Ms. Bounds explained that she was recently contacted by Fire District No. 1 asking to enter into this agreement for the purpose of cooperative purchasing.

**Review Resolution No. 2015-10/Agreement to Sublease Ground Lease:** Mr. Carmody explained that Verizon Communications has entered into an agreement with American Tower Corporation regarding a portion of Verizon's tower portfolio. The ground lease between City of Zillah and Verizon are part of the portfolio and the city has been asked to consent to the agreement. Mr. Carmody explained that he is agreeable with the consent.

**Review Resolution No. 2015-11 Approving TIB Bid Authorization Form:** Ms. Bounds explained that this is the Bid Authorization form required by TIB for the Second Avenue Street Project.

**Review Resolution No. 2015-12 Approving Contract for Equipment:** Mr. Tilley explained that he recently used the small works roster/Vendor list and solicited bids for the paint machine. Sherwin Williams came in as the low bidder and he is recommending approval.

**Review Resolution No. 2015-13 Approving Task Order No. 2015-3:** Mr. Tilley explained that this Task Order is for revision of the Construction Standards that were formerly adopted in 2007.

**Review Resolution No. 2015-14 Declaring an Emergency:** Ms. Bounds explained that the WIPPCO Well has been out of service and the pump was pulled. Tim Tilley had the well evaluated and the repairs will cost around \$73,000 in total. The city needs it back online as soon as possible, in order to meet the upcoming water needs so it was decided that the city should declare an emergency. Doing so makes the city eligible for certain emergency funds as well as gives the city the option of waiving the public bidding requirements. That process would take more time than the city can afford to fix the well. Tim stated that he will order the repairs begin this week.

**Review Ordinance No. 1377/2015 Budget Amendment:** Ms. Bounds provided detailed information relating to the budget amendments.

**Discuss Teapot Property:** Mayor Clark explained that the listing agreement has expired and asked Council how they would like to proceed in selling the property. Discussion was held and council directed the Mayor to negotiate with interested parties for the property. Council will call an Executive Session in order to discuss the price.

### **VISITOR'S COMMENTS**

**Boy Scout:** Mayor Clark recognized David Grigg, a local boy scout. David explained that he was present because he is working towards his citizenship badge.

### **COUNCIL/STAFF REPORTS**

**Planning/Building Department:** Ms. Steele reported that McDonalds is remodeling and plans to close the business during May in order to complete the project.

**Fire Department:** Chief Stonemetz reported that his new command vehicle is now in service and it was outside is Council would like to see if during the break.

**Public Works:** Public Works Director Tim Tilley reported that the telemetry system has also been down recently and he has been working with the engineer in fixing it. The cost may be more than what he has budgeted so he will get an estimate for repairs and may ask for a budget amendment in the near future. He also reported that most of the irrigation pumps are running now so it will be a busy week for his department.

**Administration:** City Administrator Sharon Bounds reported that staff met this morning to review the survey and ratings report. The purpose of the meeting was to review the report to see what staff could work on in order to bring the points down. The city is currently rated at a 6 and staff would like to bring

that down if possible so that the insurance rates would be better for our residents. Goals were set and staff will meet quarterly for the next two years to review progress.

Ms. Bounds also showed a picture of signage that will go up near the Fallen Firefighter Memorial Project during Community Days. She explained that they are also working on signage for the Veteran's Memorial Project and the Orchardvale Grange Memorial.

**EXECUTIVE SESSION**

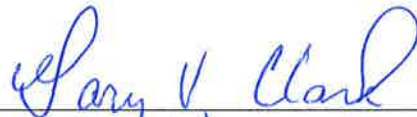
Mayor Clark called for Executive Session at 6:20 p.m. for 10 minutes in order to discuss items related to RCW 42.30.110(c). Executive Session ended at 6:30 p.m. and regular session began.

**ADJOURNMENT**

Mayor Gary Clark adjourned the meeting at 6:37 p.m.



Sharon Bounds, City Administrator



Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
April 6, 2015

**CALL TO ORDER**

The meeting was called to order by Mayor Gary 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 Skyler Bower, Brian Williams and Jeff Miles

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

Absent: Councilmembers Doug Stewart and Janice Gonzales

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated March 16, 2015.
- B. Approve minutes of Council Meeting dated March 16, 2015.
- C. Approve payroll voucher numbers 31739 to 31764 dated March 31, 2015 in the amount of \$92,692.20.
- D. Approve voided payroll voucher number 31733 in the amount of \$1,817.54 and voided claim voucher number 44800 in the amount of \$2,157.00.
- E. Approve claim voucher numbers 44882 to 44883 dated March 13, 2015 in the amount of \$4,496.59 and claim voucher numbers 44884 to 44941 dated April 6, 2015 in the amount of \$25,457.08.
- F. Approve Month-end Close-out for February 2015.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Hotel/Motel Tax Fund Request:** *Mr. Williams moved, seconded by Mr. Bower to approve the Hotel/Motel Tax Fund Request for \$1,000 as attached. Motion carried unanimously.*

**Vote on Resolution No. 2015-09/ILA for Cooperative Purchasing:** *Mr. Bower moved, seconded by Mr. Miles to approve Resolution No. 2015-09 approving the Interlocal Agreement for Cooperative Purchasing with Yakima County Fire District #1. Motion carried unanimously.*

**Vote on Resolution No. 2015-10/Agreement to Sublease Ground Lease:** *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2015-10 approving an Agreement of Consent to Sublease Ground Lease. Motion carried unanimously.*

**Vote on Resolution No. 2015-11 Approving TIB Bid Authorization Form:** *Mr. Williams moved, seconded by Mr. Bower to approve Resolution No. 2015-11 approving the TIB Bid Authorization Form for the Second Avenue Street Project. Motion carried unanimously.*

**Vote on Resolution No. 2015-12 Approving Contract for Equipment:** *Mr. Bower moved, seconded by Mr. Miles to approve Resolution No. 2015-12 approving the Contract for Equipment with Sherwin Williams. Motion carried unanimously.*

**Vote on Resolution No. 2015-13 Approving Task Order No. 2015-3:** *Mr. Miles moved, seconded by Mr. Bower to approve Resolution No. 2015-13 approving Task Order No. 2015-3 updating the Construction Standards. Motion carried unanimously.*

**Vote on Resolution No. 2015-14 Declaring an Emergency:** *Mr. Williams moved, seconded by Mr. Bower to approve Resolution No. 2015-14 Declaring an Emergency. Motion carried unanimously.*

**Vote on Ordinance No. 1377/2015 Budget Amendment:** *Mr. Bower moved, seconded by Mr. Miles to approve Ordinance No. 1377/2015 Budget Amendment. Motion carried unanimously.*

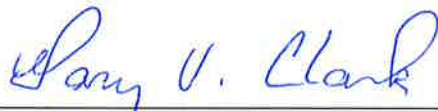
**Teapot Property:** *Mr. Miles moved, seconded by Mr. Williams that City Council authorize the Mayor to negotiate with interested parties for the surplus real property (parcel numbers 211006-11016 and 11011 at 14691 Yakima Valley Highway, formerly known as the Teapot Property). Motion carried unanimously.*

#### ADJOURNMENT

*Mr. Williams moved, seconded by Mr. Miles that City Council adjourn the meeting at 7:07 p.m. Motion carried unanimously.*



Sharon Bounds, City Administrator



Mayor Gary Clark