

**City of Zillah
Study Session Minutes
September 5, 2017**

CALL TO ORDER

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

ROLL CALL

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Dr. Scott Carmack, Brian Williams and Jeff Miles

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

Absent: Councilmember Janice Gonzales and Police Chief Tim Quantrell

CONSENT AGENDA

- A. Review minutes of Study Session dated August 21, 2017.
- B. Review minutes of Council Meeting dated August 21, 2017.
- C. Review claim voucher numbers 48456 to 48513 dated September 5, 2017 in the amount of \$52,275.97.
- D. Review payroll voucher numbers 32950 to 32969 dated August 31, 2017 in the amount of \$105,514.23.
- E. Review July 2017 Monthly Close Out.

NEW BUSINESS

Yakima County Elections/Ballot Drop Boxes: Elections Auditor Charles Ross and some of his staff was present to provide information about the elections office and to ask the city if they are interested in having a ballot box at city hall. He provided information about the process and council was agreeable.

YVCOG Presentation/Larry Mattson: YVCOG Executive Director Larry Mattson provided information to council about their new Ala Carte Service options for 2018 and answered questions.

Review Resolution No. 2017-35 Approving Revised Procurement Manual: Ms. Bounds explained that a minor change was made to the manual to include information relating to federal funding.

Review Resolution No. 2017-36 Approving Firearm Repayment Agreement: Ms. Bounds provided information relating to the agreement and answered questions.

Review Resolution No. 2017-37 Approving Lease Agreement with Fire District No. 5: Ms. Bounds provided information about the agreement and Chief Stonemetz explained that Fire District No. 5 may be

looking into adding on to their building and they may ask the city to participate in some way next year. Council questioned the continued annual increase in rent and would like to explore options for the future.

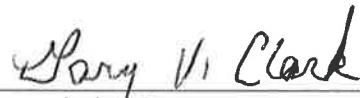
Review Resolution No. 2017-38 Approving a Service Agreement with nCourt: Ms. Bounds explained that the court has been looking for companies to provide electronic payment services and has found nCourt to be the best selection.

Review Ordinance No. 1448/Animal Regulations: Ms. Bounds explained that the police department made changes to this ordinance to include fees that had been omitted in their last revision. Council questioned other sections of the ordinance and Ms. Bounds said she would meet with staff to review the ordinance for further revision.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:58 p.m.


Sharon Bounds, City Administrator



Gary Clark, Mayor

**City of Zillah
City Council Minutes
September 5, 2017**

CALL TO ORDER

Mayor Gary Clark called the meeting to order 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, Brian Williams and Jeff Miles

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

Absent: Councilmember Janice Gonzales and Police Chief Tim Quantrell

CONSENT AGENDA

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

- A. Approve minutes of Study Session dated August 21, 2017.
- B. Approve minutes of Council Meeting dated August 21, 2017.
- C. Approve claim voucher numbers 48456 to 48513 dated September 5, 2017 in the amount of \$52,275.97.
- D. Approve payroll voucher numbers 32950 to 32969 dated August 31, 2017 in the amount of \$105,514.23.
- E. Approve July 2017 Monthly Close Out.

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2017-35 Approving Revised Procurement Manual: *Mr. Williams moved, seconded by Dr. Carmack to approve Resolution No. 2017-35 adopting a Revised Procurement Manual effective September 5, 2017. Motion carried unanimously.*

Vote on Resolution No. 2017-36 Approving Firearm Repayment Agreement: *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2017-36 approving a Firearm Loan Repayment Contract. Motion carried unanimously.*

Vote on Resolution No. 2017-37 Approving Lease Agreement with Fire District No. 5: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-37 approving the Lease Agreement between City of Zillah and Fire District No. 5 for the continued use of the District's Zillah Station Facility for 2018. Motion carried unanimously.*

Vote on Resolution No. 2017-38 Approving a Service Agreement with nCourt: *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2017-38 approving a service agreement with nCourt LLC. Motion carried unanimously.*

Vote on Ordinance No. 1448/Animal Regulations: *Mr. Williams moved, seconded by Dr. Carmack to approve the Ordinance No. 1448 approving animal regulations.. Motion carried unanimously.*

MAYOR'S REPORT

Mayor Clark reported on the status of the Veterans Project. He also asked that staff limit their time interacting with Ms. Bounds the next few months as she will be very busy with budget, the audit, negotiations, etc.

COMMITTEE/COMMISSION REPORTS

Union Negotiations. Mr. Williams reported that the negotiating committee recently met and drafted a counter proposal to be sent back to the police unit.

COUNCIL/STAFF REPORTS

Planning Department. Ms. Steele reported that the El Ranchito will reopen on September 9th. She also reported that the parks committee would like to use the money set aside and budgeted in the Parks fund for some Parks Signage. Council was agreeable. Ms. Bounds mentioned that we are working on consistent park signage. Ms. Steele was questioned about the 2018 Parks Plan and will make the adjustments requested.


Public Works Department. Mr. Simmons reported that he has a walk-through for the First Avenue Project tomorrow and he also reported on the status of the Vet Project.

Administration: Ms. Bounds reported that the legislature did not approve the state capital budget during their session this year and that because of that our funds with DOH to construct the city well project have been suspended until further notice. Luckily, the city is only in the engineering phase rather than in construction. The legislature is not expected to visit it again until January 2018. Ms. Bounds reported that the Frost Boil Repair project has been completed and she will bring paperwork back to the next meeting closing out the project. There was an error in the calculations of work need done so additional footage was added to the project but it was done at the unit price within the agreement and within the budget appropriated. More than a Farmers Market is this Saturday. There is a Ribbon Cutting ceremony tomorrow at the new clinic in Vintage Valley, starting at 4:00 p.m.

ADJOURNMENT

Mr. Williams moved, seconded by Dr. Carmack to adjourn the meeting at 7:20 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator



Gary Clark, Mayor