

**City of Zillah  
Study Minutes  
March 16, 2020**

**CALL TO ORDER**

Mayor Pro-tem Gonzales called the meeting to order at 6:05 p.m.

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Janice Gonzales, Councilmembers Doug Stewart, Beth Husted and Brian Williams

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

Absent: Mayor Scott Carmack, Councilmember Jeff Miles and Fire Chief Paul Stonemetz

**CONSENT AGENDA**

- A. Review minutes of Study Session Meeting dated February 18, 2020.
- B. Review minutes of Council Meeting dated February 18, 2020.
- C. Review claim voucher numbers 52543 to 52544 dated March 2, 2020 in the amount of \$1,183.23.
- D. Review claim voucher numbers 52545 to 52598 dated March 16, 2020 in the amount of \$141,106.17.
- E. Review payroll voucher numbers 33920 to 33928 dated March 13, 2020 in the amount of \$79,043.81.
- F. Review Voided Check No. 52411.
- G. Review Monthly Close-Out Report dated February 29, 2020.

**NEW BUSINESS**

**Presentation by YVCOG:** Chris Wickenhagen, Executive Director of YVCOG presented informational packets to council and provided information about their services.

**Request to discuss ZMC 8.40 – Jay Spurlock:** Mr. Spurlock – 1551 First Avenue, Zillah - asked Council to consider allowing a CBD and marijuana oil processing company in Zillah. He provided information to council relating to his request. Items discussed included state and local licensing, distance of his property from schools, zoning and process. Mr. Carmody explained that if it were to be allowed it would need to be properly permitted by the city and he discussed the process of making a text amendment to the code could take some time working through the process. Ms. Bounds pointed out that if it were allowed, Zillah would have only one license available and it would be issued to either a retailer or a processor. Mr. Spurlock said that it wouldn't involve that licensing for processing and that the state could issue several licenses for that.

**Review Resolution No. 2020-09 Approving Amendment #1 to SIED Contract:** Ms. Bounds provided information related to the Amendment #1 to the SIED Contract.

**Review Proclamation Declaring an Emergency:** Ms. Bounds reported on what the State and Federal Government have done in the past week relating to the Coronavirus (COVID-19). The City was encouraged to also approve a proclamation declaring an emergency. Ms. Bounds highlighted what the city has done since last week to assure safety and other measures have been taken.

**Review Resolution No. 2020-10/MOU Public works:** Ms. Bounds provided information about the MOU for Public Works.

#### COUNCIL/STAFF REPORTS

**Police Department:** Chief Quantrell reported that the police department now has a lead on the person who tagged the city last week.

**Public Works Department:** Mr. Simmons reported that the Teapot Park & Ride Project began today.

#### AJOURNMENT

*The meeting was adjourned at 6:38 p.m.*



Sharon Bounds, City Administrator



Janice Gonzales, Mayor Pro-tem

**City of Zillah  
City Council Minutes  
March 16, 2020**

**CALL TO ORDER**

Mayor Pro-tem Gonzales called the meeting to order at 6:39 p.m.

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Gonzales, Councilmembers Doug Stewart, Beth Husted and Brian Williams

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

Absent: Mayor Scott Carmack, Councilmember Jeff Miles and Fire Chief Paul Stonemetz

**CONSENT AGENDA**

*Mr. Williams moved, seconded by Ms. Husted to approve the Consent Agenda, items A through G as follows:*

- A. Approve minutes of Study Session Meeting dated February 18, 2020.
- B. Approve minutes of Council Meeting dated February 18, 2020.
- C. Approve claim voucher numbers 52543 to 52544 dated March 2, 2020 in the amount of \$1,183.23.
- D. Approve claim voucher numbers 52545 to 52598 dated March 16, 2020 in the amount of \$141,106.17.
- E. Approve payroll voucher numbers 33920 to 33928 dated March 13, 2020 in the amount of \$79,043.81.
- F. Approve Voided Check No. 52411.
- G. Approve Monthly Close-Out Report dated February 29, 2020.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Resolution No. 2020-09 Approving Amendment #1 to SIED Contract:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2020-09 approving Amendment #1 to SIED Contract No. YC-VVP-19. Motion carried unanimously.*

**Vote to Ratify Proclamation Declaring an Emergency:** *Mr. Stewart moved, seconded by Mr. Williams to ratify the Proclamation declaring an emergency related to the Novel Corona Virus (COVID-19). Motion carried unanimously.*

**Vote on Resolution No. 2020-10/MOU Public works:** *Mr. Williams moved, seconded by Ms. Husted to approve Resolution No. 2020-10 approving a Memorandum of Understanding between City of Zillah and Teamsters Local Union 760. Motion carried unanimously.*

**AJOURNMENT**

*Mr. Williams moved, seconded by Mr. Stewart to adjourn the meeting at 6:41 p.m.*

  
Sharon Bounds, City Administrator

  
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Janice Gonzales, Mayor Pro-tem