

**City of Zillah**  
**Study Session Minutes**  
October 20, 2014

**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, Doug Stewart, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: Police Chief Dave Simmons, Public Works Director Tim Tilley, City Clerk/Treasurer Sharon Bounds, Associate Planner Ardele Steele and City Attorney Jamie Carmody

Absent Fire Chief/Bldg. Inspector Dan Hargroves

**CONSENT AGENDA**

- A. Review minutes of Study Session dated October 6, 2014.
- B. Review minutes of Council Meeting dated October 6, 2014.
- C. Review payroll voucher numbers 31502 to 31514 in the amount of \$62,252.97.
- D. Review claim voucher numbers 44200 to 44247 in the amount of \$55,170.69.
- E. Review voided check #44158 in the amount of \$660.00.
- F. Review Month-end Close-out for September 2014.

**NEW BUSINESS**

**Presentations from Motel Tax Applicants:**

Zillah Associated Clubs – Shelli Quantrell: Ms. Quantrell reported on the prior year activity and requested funds for 2015 for Zillah Associated Clubs.

Zillah Chamber of Commerce – Katherine Sanstedt: A representative from Zillah Chamber was not available to attend.

Yakima Valley Visitor's Bureau – John Cooper: Mr. Cooper reported on the various avenues that the Bureau is using to promote tourism. He mentioned that the Zillah Chamber is planning to purchase the lit wall advertisement for \$1,500 so the Bureau's request from the city decreased by that amount, down to \$2,650 which includes a page in the Visitor's Guide for \$1,650 and Leisure Destination Marketing for \$1,000. He provided information to council.

Zillah Lion's Club – Ardele Steele: Ms. Steele reported on the Bluegrass Festival for 2014 and requested \$750 for 2015 advertising for that event.

Zillah Spring Fling – Gary Clark: Mr. Clark provided information about the Spring Fling Event last year and requested \$3,500 for the event in 2015.

Yakima Valley Newspaper: A representative from YVN was not available to attend the meeting.

Review Resolution No. 2014-47/Fire Station Lease: Ms. Bounds reported that the County increased the Fire Station Lease by 1.75% or apx. \$365 for 2015.

Review Ordinance No. 1362/2014 Salaries: Ms. Bounds stated that the change made to this Ordinance was to include wage for the Administrative Assistant position.

Review 2015 Preliminary Budget: Ms. Bounds highlighted several areas of the 2015 preliminary budget and discussion was held. She explained that further information related to irrigation and water rates will be provided at an upcoming meeting.

Mr. Carmody introduced Erin Moore, an associate of his who was in attendance.

### **COUNCIL/STAFF REPORTS**

Planning: Ms. Steele reported that there was a good turn-out at the public official training on October 8<sup>th</sup>.

Public Works: Mr. Tilley reported that the sprinkler system has been installed in Adams Park and the new roof has been put on the cook-shack at Loges Park.

Admin.: Ms. Bounds reported that she spoke to Mr. Tuman who is President of the Senior Citizen Group who leases the Zillah Civic Center. They would like to look into replacing the lighting at the Zillah Civic Center. They will meet with PP&L and have them work up an estimate. They would then like to apply for funds from Legends to cover the cost of that.

Ms. Bounds also reported that there was an administrative change made to the DNR Agreement that council approved at a meeting a couple of months ago. The change was minor and was reviewed by the city attorney. It just re-worded the first paragraph to exclude information that referred to the prior recording number. The change was agreed upon by both parties and was filed.

Ms. Bounds reported that the city has been on the iCloud payment program for 20 days. So far, 107 people have signed up which is apx. 10% of our accounts. Things are running smoothly.

Legal: Mr. Carmody reported that the second and final payment has been made on the Diaz property. He has filed the satisfaction of judgment with the court so that issue can be put to rest.

### **EXECUTIVE SESSION**

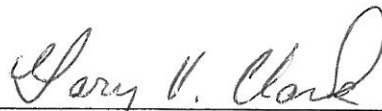
Mayor Clark called for Executive Session at 6:40 p.m. for 20 minutes in order to discuss issues as per RCW 42.30.140(4)(a) and 42.30.110 (ii). The session was extended 15 minutes. Executive Session ended at 7:15 p.m. and Regular Session began.

## ADJOURNMENT

Mayor Clark adjourned the meeting at 7:15 p.m.



Sharon Bounds, Clerk/Treasurer



Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
October 20, 2014

**CALL TO ORDER**

The meeting was called to order by Mayor Gary Clark at 7:16 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Clark led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Gary Clark, Councilmembers Skyler Bower, Doug Stewart, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: City Clerk/Treasurer Sharon Bounds and City Attorney Jamie Carmody

Absent: Fire Chief/Bldg. Inspector Dan Hargroves, Police Chief Dave Simmons, Public Works Director Tim Tilley and Associate Planner Ardele Steele

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Ms. Gonzales to add item 8C, Vote on Resolution No. 2014-48 amending Section 3.2 of the City Personnel Policy. Motion carried unanimously.*

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated October 6, 2014.
- B. Approve minutes of Council Meeting dated October 6, 2014.
- C. Approve payroll voucher numbers 31502 to 31514 in the amount of \$62,252.97.
- D. Approve claim voucher numbers 44200 to 44247 in the amount of \$55,170.69.
- E. Approve voided check #44158 in the amount of \$660.00.
- F. Approve Month-end Close-out for September 2014.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Resolution No. 2014-47/Fire Station Lease:** *Ms. Gonzales moved, seconded by Mr. Stewart that City Council approve Resolution No. 2014-47 approving the Lease Agreement between City of Zillah and Fire District 5 for continued use of the District's Zillah Station Facility for 2015. Motion carried unanimously.*

**Vote on Ordinance No. 1362/2014 Salaries:** *Mr. Stewart moved, seconded by Mr. Bower that City Council approve Ordinance No 1362/2014 Salaries. Motion carried unanimously.*

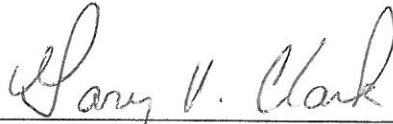
**Vote on Resolution No. 2014-48 amending Section 3.2 of City Personnel Policy:** Ms. Bounds explained that this policy includes minor changes related to hiring procedure in order to clarify procedure. The policy is very outdated and needs to be updated in the near future. *Mr. Miles moved, seconded by Mr. Williams that City Council approve Resolution No. 2014-48 amending section 3.2 of the City Personnel Policy. Motion carried unanimously.*

#### ADJOURNMENT

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



Sharon Bounds, Clerk/Treasurer



Mayor Gary Clark