

**City of Zillah**  
**Study Session Minutes**  
December 1, 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 Doug Stewart, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: Public Works Director Tim Tilley, Administrative Assistant Shelli Quantrell, Associate Planner Ardele Steele and City Attorney Jamie Carmody

Absent: Councilmember Skyler Bower, Police Chief Dave Simmons and Fire Chief/Bldg. Inspector Dan Hargroves

**CONSENT AGENDA**

- A. Review minutes of Study Session dated November 17, 2014.
- B. Review minutes of Council Meeting dated November 17, 2014.
- C. Review payroll voucher numbers 31554 to 31611 dated November 26, 2014 in the amount of \$142,210.92.
- D. Review claim voucher numbers 44357 to 44414 dated December 1, 2014 in the amount of \$30,357.58.
- E. Review voided checks #44341 in the amount of \$55.52 and check #44339 in the amount of \$63.60.

**NEW BUSINESS**

**Review Resolution No. 2014-54/Charter to Comcast:** Ms. Quantrell stated that the attached Resolution amends the Resolution approved in October relating to the Charter to Comcast exchange. The amendment is to extend the closing date from March 31<sup>st</sup> to June 30<sup>th</sup>.

**Review Resolution No. 2014-55/Street Vacation:** Ms. Steele provided information about the vacation request that was recently received by adjoining property owners. The property is known as 3<sup>rd</sup> Street (also known as "G" Street) between First and Second Avenue.

**Review Resolution No. 2014-56/Lease/Purchase/Maintenance Agreement:** Ms. Quantrell explained that Resolution No. 2014-56 approves the City to enter into a Lease/Purchase and Maintenance Agreement for the Copy machine at City Hall. The City collected proposals and Canon was the lowest proposal.

**Review Ordinance No. 1366/City Administrator:** Mr. Carmody stated that the attached Ordinance establishes the new position of City Administrator/City-Clerk/Treasurer.

**Review Ordinance No. 1367/Establishing Water Rates:** Ms. Quantrell explained that the Ordinance No. 1367 establishes the Water Rates for the next 6 years based on the proposals present with the water rate study from the November 17<sup>th</sup> meeting.

**Review Ordinance No. 1368/Utility Tax:** Ms. Quantrell explained that Ordinance No. 1368 reduces the Utility Tax on Water from 32% to 30%.

**Review Resolution No. 2014-57/Irrigation Rates:** Ms. Quantrell explained that the irrigation rate increase proposed is 14% increase to account for the water rate study that was presented at the November 17<sup>th</sup> meeting.

**Review Restricted Fund Uses:** Ms. Quantrell provided information related to the restricted fund and other uses and discussion was held.

**Review Ordinance No. 1369/2015 Budget:** Ms. Quantrell explained that this is the Ordinance adopting the 2015 Budget that was discussed the past few months.

#### **COUNCIL/STAFF REPORTS**

**Second Avenue Project Award:** Mr. Tilley stated that the City of Zillah was just awarded funding from TIB for the Second Avenue restructure project funding.

**Toy Drive:** Ms. Quantrell reported that the City is sponsoring a "Toy Drive" again this year. People are encouraged to bring in unwrapped presents by December 19<sup>th</sup> to City Hall or the Police Department.

#### **EXECUTIVE SESSION**

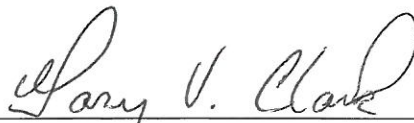
Mayor Clark called for Executive Session at 6:14 p.m. for 22 minutes in order to discuss issues as per RCW 42.30.110(i). Executive Session ended at 6:36 p.m. and Regular Session began.

#### **ADJOURNMENT**

Mayor Clark adjourned the meeting at 6:38 p.m.



Shelli Quantrell, Administrative Assistant



Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
December 1, 2014

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

Also Present: Public Works Director Tim Tilley, Administrative Assistant Shelli Quantrell, Associate Planner Ardele Steele and City Attorney Jamie Carmody

Absent: Councilmember Skyler Bower, Police Chief Dave Simmons and Fire Chief/Bldg. Inspector Dan Hargroves

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Mr. Williams to add item 8.J to the City Council Agenda to approve the Veterans Memorial amount minus the expenditures for the staff fee's dedicated to the memorial from the sale of the property amount. Motion carried unanimously.*

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated November 17, 2014.
- B. Approve minutes of Council Meeting dated November 17, 2014.
- C. Approve payroll voucher numbers 31554 to 31611 dated November 26, 2014 in the amount of \$142,210.92.
- D. Approve claim voucher numbers 44357 to 44414 dated December 1, 2014 in the amount of \$30,357.58.
- E. Approve voided checks #44341 in the amount of \$55.52 and check #44339 in the amount of \$63.60.

*Motion carried unanimously.*

**PUBLIC HEARINGS**

**2015 Final Budget:** Mayor Clark opened the public hearing at 7:01 p.m. No public comment was given. Mayor Clark closed the public hearing at 7:02 p.m.

## NEW BUSINESS

**Vote on Resolution No. 2014-54/Charter to Comcast:** Ms. Gonzales moved, seconded by Mr. Stewart to approve Resolution No. 2014-54 amending section 4 of Resolution No. 2014-44 for the purpose of extending the expected closing date of the transfer from Charter to Comcast. Motion carried unanimously.

**Vote on Resolution No. 2014-55/Street Vacation:** Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2014-55/Street Vacation. Motion carried unanimously.

**Vote on Resolution No. 2014-56/Lease/Purchase/Maintenance Agreement:** Mr. Miles moved, seconded by Ms. Gonzales to approve Resolution No. 2014-56 approving a Lease/Purchase and Maintenance Agreement with Canon Solutions. Motion carried unanimously.

**Vote on Ordinance No. 1366/City Administrator:** Mr. Williams moved, seconded by Ms. Gonzales to approve Ordinance No. 1366 establishing new position of City Administrator. Motion carried unanimously.

**Vote on Ordinance No. 1367/Establishing Water Rates:** Ms. Gonzales moved, seconded by Mr. Stewart to approve Ordinance No. 1367 establishing Water Rates for Residential and Commercial users. Motion carried unanimously.

**Vote on Ordinance No. 1368/Utility Tax:** Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1368 reducing the utility tax on water charges. Motion carried unanimously.

**Vote on Resolution No. 2014-57/Irrigation Rates:** Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2014-57 establishing 2015 Irrigation Rates. Motion carried unanimously.

**Vote on Restricted Fund Uses:** Mr. Williams moved, seconded by Ms. Gonzales to approve the lists of expenditures for 2015, out of the Parks Fund, Hotel/Motel Tax Fund, Real Estate Excise Tax Fund and the Supporting documentation provided in the budget summary packet. Motion carried unanimously.

**Vote on Ordinance No. 1369/Adopting the 2015 Budget:** Mr. Stewart moved, seconded by Ms. Gonzales to approve Ordinance No. 1369 adopting the 2015 Budget. Motion carried unanimously.

**Vote on Veterans Memorial Funds:** Mr. Miles moved, seconded by Mr. Williams to appropriate the money from the sale of the Stewart Park property to the Veterans Memorial. Motion carried unanimously.


## VISITOR'S COMMENTS

Jerry Bradley wanted to extend a thank you to everyone for the funding of the Veterans Memorial Fund.

## ADJOURNMENT

Ms. Gonzales moved, seconded by Mr. Miles to adjourn the meeting at 7:07 p.m. Motion carried unanimously.

  
Shelli Quantrell, Administrative Assistant

  
Mayor Gary Clark