

**City of Zillah**  
**Study Session Minutes**  
May 19, 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, Skyler Bower (arrived at 6:05 p.m.), Doug Stewart, Janice Gonzales, Brian Williams and Jeff Miles

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

**CONSENT AGENDA**

- A. Review minutes of Study Session dated May 5, 2014.
- B. Review minutes of Council Meeting dated May 5, 2014.
- C. Review WA ST Liquor Control Board Liquor License for Chevron West and Devin Oil.
- D. Review WA ST Liquor Control Board Special Occasion License for Gary Clark Old Warehouse Event Center.
- E. Review payroll voucher number 31267 to 31280 dated May 15, 2014 in the amount of \$63,558.43.
- F. Review claim voucher numbers 43629 to 43680 dated May 19, 2014 in the amount of \$92,743.71.
- G. Review monthly close-out report for April 2014.

**NEW BUSINESS**

Mayor Clark asked that, "Discuss Veteran Memorial" be added to the agenda prior to Item A under New Business.

**Discuss Veteran Memorial:** Jerry Bradley was present. He explained that a small group of members of the American Legion have been meeting to discuss the planning of a Veterans Memorial in Zillah on a small piece of property located next to the Teapot site. He said that they have been working with an architect and civil engineer who are offering their services for free and drew a picture of their plan for council.

**Review Resolution No. 2014-17/Listing Agreement Renewal:** Mr. Hodkinson explained that the six month listing agreement is now up and needs to be renewed. Council asked questions about inquiries that have been received by him. Discussion was held about the due diligence that had been done to sell the property at the appraised price, the reasonableness of the appraisal and other factors about the property. Council decided that it would be reasonable to decrease the listing price down to \$70,000.

**Review Resolution No. 2014-18 Awarding Construction of Fourth Avenue Project:** Mr. Tilley explained that the city recently advertised for bids for the Fourth Avenue Construction Project. The lowest reasonable bidder is being recommended.

**Informational Presentation of Vintage Valley Road Project-HLA:** Jeff Louman of HLA gave an informational presentation about the Vintage Valley Road Project Funding. He handed out spreadsheets to council and he explained the various funding issues involved.

**Review Resolution No. 2014-19 Surplus Property:** Ms. Bounds explained that city hall and the ZPD recently updated their inventory lists and certain items needed to be surplussed and destroyed and/or sold.

**Review Resolution No. 2014-20 Adopting 2014 CEMP:** Ms. Bounds explained that Charles Erwin recently brought by the 2014 CEMP Plan. Chief Simmons provided information about the functionality of the plan.


**Review Resolution No. 2014-21 Adopting Policy No. 2014-02:** Discussion was held about the logistics of the policy. Ms. Gonzales was concerned about language in section 2.3 relating to personal use. Ms. Bounds pointed out that the last paragraph on Appendix B needs to be deleted. Those changes will be included in the motion for approval during council.

#### ADJOURNMENT

Mayor Clark adjourned the meeting at 7:10 p.m.



Clerk/Treasurer Sharon Bounds



Mayor Gary Clark

**City of Zillah**  
**City Council Minutes**  
May 19, 2014

**CALL TO ORDER**

The meeting was called to order by Mayor Gary Clark at 7:15 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Clark led the Pledge of Allegiance.

**ROLL CALL**

The following were:

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

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

**CONSENT AGENDA**

*Mr. Miles moved, seconded by Ms. Gonzales to approve the Consent Agenda items A through G as shown below:*

- A. Review minutes of Study Session dated May 5, 2014.
- B. Review minutes of Council Meeting dated May 5, 2014.
- C. Review WA ST Liquor Control Board Liquor License for Chevron West and Devin Oil.
- D. Review WA ST Liquor Control Board Special Occasion License for Gary Clark Old Warehouse Event Center.
- E. Review payroll voucher number 31267 to 31280 dated May 15, 2014 in the amount of \$63,558.43.
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- G. Review monthly close-out report for April 2014.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Resolution No. 2014-17/Listing Agreement Renewal:** *Ms. Gonzales moved seconded by Mr. Miles to approve Resolution No. 2014-17 approving a Listing Agreement/Contract Renewal for Real Property and to reduce the asking price to \$70,000. Motion carried unanimously.*

**Vote on Resolution No. 2014-18 Awarding Construction of Fourth Avenue Project:** *Mr. Stewart moved seconded by Ms. Gonzales to approve Resolution No. 2014-18 awarding construction contract for Fourth Avenue Stormwater Quality Enhancement Project to K&K Earthworks. Motion carried unanimously.*

**Vote on Resolution No. 2014-19 Surplus Property:** *Mr. Bower moved seconded by Ms. Gonzales to approve Resolution No. 2014-19 declaring certain items of personal property as surplus. Motion carried unanimously.*

**Vote on Resolution No. 2014-20 Adopting 2014 CEMP:** *Ms. Gonzales moved seconded by Mr. Williams to approve Resolution No. 2014-20 adopting the 2014 Comprehensive Emergency Management Program as the Official Emergency Response Plan for the City of Zillah. Motion carried unanimously.*

**Vote on Resolution No. 2014-21 Adopting Policy No. 2014-02:** *Mr. Williams moved seconded by Ms. Gonzales to approve Resolution No. 2014-21 adopting Policy No. 2014-02 establishing policy relating to Electronic Communications and Technology Resources with the following changes: Strike language in Section 2.3 and in its' place add: "Personal Cellular telephone calls are permitted only when such use is emergent or de minimis and no alternate method of communication is available." AND Strike the last paragraph on Appendix B that reads: "It is recognized that different cell phone allowance rates may apply depending upon the type of cell phone usage deemed necessary y the Department Head. For instance, business use of cell phones with data capability is more expensive than business use of cell phones without data capability." Motion carried unanimously*

## **MAYOR'S REPORT**

**Spring Fling:** Mayor Clark announced that Spring Fling tickets are now available. The event will be held on May 30<sup>th</sup> in the events center at the Warehouse Restaurant.

## **COUNCIL/STAFF REPORTS**

**YVCOG:** Ms. Steele reported that the Director of YVCOG, Page Scott will be leaving for another job in Austin, Texas. The COG meeting on Wednesday will be her last one.

**El Porton Fire:** Chief Hargroves reported that there was recently a fire at El Porton. The fire investigation has been completed and the cause was determined to be a fire that started in a gas salamander broiler. He mentioned that the property owners plan to rebuild and the contractor has estimated this process will take three months to finish.

**Community Days:** Chief Simmons reported that Community Days and the carnival went well and was well attended.

**ZPD:** Chief Simmons reported that the warranty on the vehicle cameras is up and there is a three year warranty available that would cost apx. \$3,500. If he decides to go that way, he will need a budget amendment.

**Union Negotiation Committee Meeting:** Chief Simmons scheduled a meeting with staff and the negotiations committee for Thursday, May 29<sup>th</sup> at 4:00 p.m. at the ZPD.

**Baker Irrigation Pump:** Mr. Tilley reported that the Baker Pump went down last week and that he traveled to Boise today to pick up another one. They hope to have it installed and operational on Tuesday. The cost of the pump was slightly over \$2,800 and he will need a budget amendment for it.

**Training:** Ms. Bounds explained that there is a training coming up in Grandview on June 17<sup>th</sup>. This will satisfy the new training requirements for public officials and records officers. The Mayor, Council members and some staff signed up to attend.

### EXECUTIVE SESSION

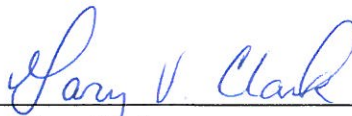
Mayor Clark called for Executive Session at 7:35 p.m. for 15 minutes in order to discuss potential litigation and contractual issues. Executive Session ended at 7:43 p.m. and regular session began.

### ADJOURNMENT

*Ms. Gonzales moved, seconded by Mr. Williams to adjourn the meeting at 7:44 p.m. Motion carried unanimously*



Clerk/Treasurer Sharon Bounds



Mayor Gary Clark