

**City of Zillah
Study Session Minutes
April 17, 2017**

CALL TO ORDER

Mayor Pro-tem Brian Williams called the meeting to order at 6:03 p.m.

ROLL CALL

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

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

Absent: Mayor Gary Clark

CONSENT AGENDA

- A. Review minutes of Study Session dated April 3, 2017.
- B. Review minutes of Council Meeting dated April 3, 2017.
- C. Review WA ST Liquor License for Zillah Market and M & H Wine Company
- D. Review claim voucher number 47927 dated April 4, 2017 in the amount of \$50.00.
- E. Review claim voucher number 47928 dated April 11, 2017 in the amount of \$50.00
- F. Review claim voucher numbers 47929 to 47984 dated April 17, 2017 in the amount of \$133,157.71.
- G. Review payroll voucher numbers 32795 to 32806 dated April 14, 2017 in the amount of \$70,840.27.

NEW BUSINESS

Oath of Office: Ms. Bounds administered the Oath of Office to Mathew Steadman as Police Officers. Congratulations were extended.

Yakima Valley Tourism/2016 Annual Report: Stephanie Gangle presented the Yakima Valley Tourism 2016 Annual Report and answered questions.

Zillah Skate Park-Rock Winters: Rock Winters approached city council to discuss the lights at the city tennis court. He reminded council that they said the lights could go to the school for the tennis courts but the school is unable to afford installation at this time and would like to know if they can get them at a later date. Council was agreeable with the request.

Eagle Scout Project Proposal-David Grigg: David Grigg approached Council with a proposal for an Exercise Park. He showed council a picture of his proposal for Adams Park. He wants to do this as an

Eagle Scout Project. It was decided that he would meet with the Public Works Director to work out the details, then it would be proposed to the Parks Committee with a recommendation to council.

Review Resolution No. 2017-15/Utilities: Ms. Bounds explained that there were three months during the winter that the meter reader was unable to read the meters due to high accumulation of snow. The software program they use was only able to bill everyone a minimum billing during those months. Those people who use over 300 cu. ft. per month had an accumulated billing for March since we were finally able to read the meters then. Even though staff sent out information each month (during that time) on the bills explaining the issue, city hall received a great deal of inquiries and complaints. Ms. Bounds asked City Council if they would like to consider an exception to the March billing allowing the April late fee and the act of the April disconnect to be waived for those affected by the minimum billing. She presented a Resolution for a temporary waiver that Council was agreeable with.

Review Resolution No. 2017-16 Adopting ADA Policy No. 2017-02: Ms. Bounds explained that the current ADA policy did not include information relating to the court. Ms. Steele provided information about the changes.

Review Resolution No. 2017-17 Approving Bid Authorization Form for the First Avenue, Mead Avenue to Pearson Street Project: Ms. Bounds explained that this paperwork is the Bid Authorization form for the upcoming First Avenue Project.

VISITOR'S COMMENTS

Fireworks Stand: Carson Bounds told Council that he would like to run the fireworks stand this year. Ms. Bounds explained that Carson visited city hall today and she discussed the paperwork that he would need to submit to the city for approval prior to July 4th.

Discussion was also held about the fact that there is no longer a fireworks shoot. Dr. Carmack stated that he would not be in favor of the city funding the shoot as long as the city still allows fireworks. Ms. Bounds stated that if the city did choose to prohibit fireworks it would take a year for that law to take effect. Brief discussion was held about the issue. Ms. Gonzales stated that she has not received input that the city should ban fireworks. The fireworks stand permit will be brought back for consideration.

MAYOR'S REPORT

Mayor Pro-tem stated that the Sounders lost to Vancouver.

COUNCIL/STAFF REPORTS

Planning Department: Ms. Steele explained that she is in the process of completing the TIB application for funding to repair the road damaged caused by the winter weather. The city match will be apx. \$2,500. Mr. Simmons provided information about the repair. Ms. Bounds explained that due to the criteria in the application, the funding only covers a portion of the repairs so the city will have to fund the remaining areas.

Police Department: Chief Quantrell mentioned that they had a few parking issues last weekend during the community yard sale but it went pretty smooth. Dr. Carmack mentioned that next year the Goodwill truck needs to provide more than one truck as there were items all over the lot. Ms. Bounds stated that another truck come today and picked up the rest of the items.

Public Works Department: Mr. Simmons stated that the city just received the Vet Project plans and will soon be moving forward with the project. He also mentioned that he continues to talk with Yakima Waste about picking up the items more often and providing the items they said they were going to provide for the lot at the west end of Stewart Park. He also mentioned that the city has the community chipper so will be completing some much needed work with that.

Administration: Ms. Bounds invited people to Lynn Kelly's retirement party on Friday, April 28th from 2:30 -4:30 at city hall. She also mentioned that the City Revitalization Committee will meet tomorrow night at 6:00 p.m. to discuss the clean-up day scheduled for Sat. May 6th.

ADJOURNMENT

Mayor Pro-tem Brian Williams adjourned the meeting at 7:03 p.m.



Sharon Bounds, City Administrator



Brian Williams, Mayor Pro-tem

**City of Zillah
City Council Minutes
April 17, 2017**

CALL TO ORDER

Mayor Pro-tem Brian Williams called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

Mayor Pro-tem Williams led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

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

Absent: Mayor Gary Clark

CONSENT AGENDA

Mr. Miles moved, seconded by Dr. Carmack to approve the Consent Agenda, items A through G as follows:

- A. Approve minutes of Study Session dated April 3, 2017.
- B. Approve minutes of Council Meeting dated April 3, 2017.
- C. Approve WA ST Liquor License for Zillah Market and M & H Wine Company
- D. Approve claim voucher number 47927 dated April 4, 2017 in the amount of \$50.00.
- E. Approve claim voucher number 47928 dated April 11, 2017 in the amount of \$50.00
- F. Approve claim voucher numbers 47929 to 47984 dated April 17, 2017 in the amount of \$133,157.71.
- G. Approve payroll voucher numbers 32795 to 32806 dated April 14, 2017 in the amount of \$70,840.27.

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2017-15/Utilities: *Ms. Gonzales moved, seconded by Dr. Carmack to approve Resolution No. 2017-15 providing an exception. Motion carried unanimously.*

Vote on Resolution No. 2017-16 Adopting ADA Policy No. 2017-02: *Dr. Carmack moved, seconded by Mr. Stewart to approve Resolution No. 2017-16 adopting ADA Policy and Procedure for the City of Zillah. Motion carried unanimously.*

Vote on Resolution No. 2017-17 Approving Bid Authorization Form for the First Avenue, Mead Avenue to Pearson Street Project: : *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-17 approving the TIB Bid Authorization Form for the First Avenue, Meade Drive to Pearson Street Project. Motion carried unanimously.*

VISITOR'S COMMENTS

Military Veterans Will Clinic: Major Jeremie Dufoe provided information about a will clinic that will be held on Armed Forces Day on May 20th offering to help veterans in putting together their wills. He asked that we distribute the information as we are able to.

ADJOURNMENT

Ms. Gonzales moved, seconded by Dr. Carmack to adjourn the meeting at 7:08 p.m. Motion carried unanimously.


Sharon Bounds, City Administrator


Brian Williams, Mayor Pro-tem