

**City of Zillah  
Study Session Minutes  
December 3, 2018**

**CALL TO ORDER**

Mayor Carmack called the meeting to order at 6:00 p.m.

**ROLL CALL**

The following were:

Present: Mayor Scott Carmack, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: City Administrator Sharon Bounds, Police Chief Tim Quantrell and Planning and Community Development Director Ardele Steele

Absent: Public Works Director John Simmons, Fire Chief Paul Stonemetz and City Attorney James Carmody

**CONSENT AGENDA**

- A. Review minutes of Study Session dated November 19, 2018.
- B. Review minutes of Council Meeting dated November 19, 2018.
- C. Review claim voucher number 50541 to 50589 dated December 3, 2018 in the amount of \$100,629.45.
- D. Review payroll voucher numbers 33486 to 33503 dated November 30, 2018 in the amount of \$129,842.63.
- E. Review Voided Check No. 50486

**NEW BUSINESS**

**Review Resolution No. 2018-51 / Professional Services Court:** Ms. Bounds provided information about the professional services contract for the court.

**Review Resolution No. 2018-52 / Loan Agreement / Yakima Valley Museum:** Ms. Bounds explained that this is to extend the loan of objects from the Orchardvale Grange time capsule to the Yakima Valley Museum. Mayor Carmack stated that he would like to see the items that were in the time capsule and may even talk to the school to see if they are interested in that as well and maybe we could bring the items down for a while to look at them.

**Review Ordinance No. 1478 / 2019 Salaries:** Ms. Bounds provided information about the salaries explaining that most of the information was decided upon last year during negotiations.

**Review Restricted Fund Uses:** Ms. Bounds explained that the 2019 Final Budget Summary Packet contains information related to all of the budget, restricted fund usage, cost allocation plans, etc. All of the information contained within the packet has been reviewed and discussed during the budget process and a motion needs to be made to specifically address adoption of the packet and restricted fund uses.

**Review Ordinance No. 1479 / Adopting the 2019 Budget:** The necessary meetings were held for the budget process and the proposals have been included within the budget documents that have been review by council each meeting. The Final 2019 Budget is now being recommended for approval.

### **MAYOR'S REPORT**

Mayor Carmack announced that there will be a Spaghetti feed/Movie Night fundraiser on 12/12 at the Zillah Civic center and invited everyone to attend. Zillah Old Fashioned Christmas Event was well attended and had the highest attendance yet. They also held a holiday dressing dog contest.

### **COUNCIL/STAFF REPORTS**

**Planning:** Ms. Steele provided information about the most recent building and planning activities.

**ZPD:** Chief Quantrell reminded everyone about the City Toy Drive.

**Administration:** Ms. Bounds thanked Doug and Merry Stewart for decorating the Teapot and area. It looks very nice.

### **AJOURNMENT**

The meeting was adjourned at 6:21 p.m.



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

**City of Zillah  
City Council Minutes  
December 3, 2018**

**CALL TO ORDER**

Mayor Carmack called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Carmack led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Scott Carmack, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales, Brian Williams and Jeff Miles

Also Present: City Administrator Sharon Bounds, Police Chief Tim Quantrel, Planning and Community Development Director Ardele Steele

Absent: Public Works Director John Simmons, Fire Chief Paul Stonemetz and Attorney James Carmody

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session dated November 19, 2018.
- B. Approve minutes of Council Meeting dated November 19, 2018.
- C. Approve claim voucher number 50541 to 50589 dated December 3, 2018 in the amount of \$100,629.45.
- D. Approve payroll voucher numbers 33486 to 33503 dated November 30, 2018 in the amount of \$129,842.63.
- E. Approve Voided Check No. 50486

*Motion carried unanimously.*

**PUBLIC HEARING**

Mayor Carmack opened the Public Hearing at 7:01 p.m. No public comment was given. Mayor Carmack closed the Public Hearing at 7:01 p.m.

**NEW BUSINESS**

**Vote on Resolution No. 2018-51 / Professional Services Court:** *Mr. Williams moved, seconded by Ms. Gonzales that City Council approve Resolution No. 2018-51 renewing a Contract for Municipal Court Professional Services with Lorena Delviento. Motion carried unanimously.*

**Vote on Resolution No. 2018-52 / Loan Agreement / Yakima Valley Museum** *Ms. Gonzales moved, seconded by Ms. Husted that City Council approve Resolution No. 2018-52 approving the Loan Agreement between the City of Zillah and Yakima Valley Museum. Motion carried unanimously.*

**Vote on Ordinance No. 1478 / 2019 Salaries** *Ms. Husted moved, seconded by Mr. Stewart that City Council approve Ordinance No. 1478 establishing 2019 salaries. Motion carried unanimously.*

**Vote on Restricted Fund Uses** *Mr. Stewart moved, seconded by Mr. Miles that City Council approve the lists of expenditures for 2019, out of the Hotel/Motel Tax Fund, Real Estate Excise Tax Fund, Cemetery Endowment Fund AND the supporting documentation provided in the Budget Summary Packet. Motion carried unanimously.*

**Vote on Ordinance No. 1479 / Adopting the 2019 Budget:** *Mr. Miles moved, seconded by Mr. Williams that City Council approve Ordinance No. 1479 adopting the 2019 Budget. Motion carried unanimously.*


**MAYOR'S REPORT**

Mayor Carmack reminded everyone of the Dinner and a Movie fundraiser on 12/12.

**AJOURNMENT**

*The meeting was adjourned at 7:04 p.m.*

  
Sharon Bounds, City Administrator

  
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Dr. Scott Carmack, Mayor