

**City of Zillah  
Study Session Minutes  
June 17, 2019**

**CALL TO ORDER**

Mayor Scott 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, Planning and Community Development Director Ardele Steele and Police Chief Tim Quantrell

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

**CONSENT AGENDA**

- A. Review minutes of Study Session Meeting dated June 3, 2019.
- B. Review minutes of Council Meeting dated June 3, 2019.
- C. Review claim voucher numbers 51334 to 51410 dated June 17, 2019 in the amount of \$178,880.54.
- D. Review payroll voucher numbers 33671 to 33680 dated June 17, 2019 in the amount of \$76,496.09.
- E. Review Voided Check No's. 33651-33670.
- F. Review Monthly Close-Out Report dated April 30, 2019.
- G. Review Monthly Close-Out Report dated May 31, 2019.

**NEW BUSINESS**

**Review Resolution No. 2019-12 Adopting 6 Year TIP (2020-2025):** Ms. Steele provided information about the plan. Ms. Bounds mentioned that a public hearing will be held during the council meeting.

**Review Resolution No. 2019-13 Accepting Source Well Imp Project as Complete:** Ms. Bounds explained that the Source Well Improvements Project has been completed and needs to officially be closed out.

**Review Resolution No. 2019-14 Adopting LEP Plan:** Ms. Bounds explained that the city is required to approve a Limited English Proficiency Plan due to using federal dollars. The plan will take effect August 1, 2019. Staff met recently to discuss implementation of the plan and will iron out all of the details between now and August 1<sup>st</sup>.

**Review Ordinance No. 1487 Closing Crime Prevention Fund:** Chief Quantrell provided information about the Crime Prevention fund closing. The fees collected for crime prevention are very limited and the fund no longer qualifies as a special revenue fund.

**Review Ordinance No. 1488/2019 Budget Amendment:** Ms. Bounds provided information about the budget amendments and brief discussion was held.

### COMMITTEE/COMMISSION REPORTS

**Finance/budget Committee Report:** Mr. Miles reported that the finance committee met and reviewed April and May finances. He stated that revenues seem to be tracking well and the city looks to be in good financial order.

### MAYOR'S REPORT

**Ice House:** Mayor Carmack polled council members to see if they would be interested in the city purchasing the ice house property. His ideas were to demolish the house, refurbish the ice house and turn the property into a park. They were all favorable of the idea.

**Home Consortium:** Mayor Carmack said he is no longer available to serve on the home consortium so suggested Ms. Husted take his place. Ms. Gonzales stated that she was on it in the past and would like to continue with that. That was favorable with the council.

### COUNCIL/STAFF REPORT

**Police Department:** Chief Quantrell mentioned that his department had a busy weekend.

**Administration:** Ms. Bounds reported that the city will allow folks to set off their fireworks at cemetery park on July 4<sup>th</sup> as they did last year. There won't be a public display this year and fireworks won't be allowed in Stewart Park as in past years. The departments are working on a safety plan to make the area safe.

**Planning:** Ms. Steele reported on the recent building and code enforcement activities.

**Homeless Program:** Ms. Gonzales reported the YVCOG no longer administers the Homeless Program. She has been approached by the Homeless Network to participate on their board on behalf of Zillah. She wanted to know if that would be favorable with the group. The idea was favorable with council.

### AJOURNMENT

*The meeting adjourned at 6:25 p.m.*



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

**City of Zillah  
City Council Minutes  
June 17, 2019**

**CALL TO ORDER**

Mayor Scott 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, Planning and Community Development Director Ardele Steele, Police Chief Tim Quantrell

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

**ADDITIONS/CORRECTIONS TO THE AGENDA**

*Mr. Miles moved, seconded by Mr. Williams that City Council add item 8F "Authorize Mayor to Negotiate" to the Agenda under New Business. Motion carried unanimously.*

**CONSENT AGENDA**

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

- A. Approve minutes of Study Session Meeting dated June 3, 2019.
- B. Approve minutes of Council Meeting dated June 3, 2019.
- C. Approve claim voucher numbers 51334 to 51410 dated June 17, 2019 in the amount of \$178,880.54.
- D. Approve payroll voucher numbers 33671 to 33680 dated June 17, 2019 in the amount of \$76,496.09.
- E. Approve Voided Check No's. 33651-33670.
- F. Approve Monthly Close-Out Report dated April 30, 2019.
- G. Approve Monthly Close-Out Report dated May 31, 2019.

*Motion carried unanimously.*

## PUBLIC HEARING

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

## NEW BUSINESS

**Vote on Resolution No. 2019-12 Adopting 6 Year TIP (2020-2025):** *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2019-12 amending the Six Year TIP for 2020-2025. Motion carried unanimously.*

**Vote on Resolution No. 2019-13 Accepting Source Well Imp Project as Complete:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2019-13 accepting the Source Well Improvements Project as complete. Motion carried unanimously.*

**Vote on Resolution No. 2019-14 Adopting LEP Plan:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2019-14 Adopting a Limited English Proficiency (LEP) Plan. Motion carried unanimously.*

**Vote on Ordinance No. 1487 Closing Crime Prevention Fund:** *Mr. Stewart moved, seconded by Mr. Miles to approve Ordinance No. 1487 closing the Crime Prevention Services Fund and move the fund activity over to the General Fund. Motion carried unanimously.*

**Vote on Ordinance No. 1488/2019 Budget Amendment:** *Mr. Miles moved, seconded by Mr. Williams to approve Ordinance No. 1488 approving the 2019 Budget Amendments. Motion carried unanimously.*

**Vote to Authorize Mayor to Negotiate:** *Mr. Williams moved, seconded by Ms. Gonzales that City Council authorize Mayor Carmack to negotiate and offer for the ice house property. Motion carried unanimously.*

## ADJOURNMENT

*The meeting adjourned at 7:03 p.m.*

  
Sharon Bounds, City Administrator

  
Dr. Scott Carmack, Mayor