

**City of Zillah  
Study Session Minutes  
August 19, 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 (arrived at 6:08 p.m.) and Jeff Miles

Also Present: City Administrator Sharon Bounds, Planning and Community Development Director Ardele Steele, Public Works Director John Simmons and Fire Chief Paul Stonemetz

Absent: City Attorney James Carmody and Police Chief Tim Quantrell

**CONSENT AGENDA**

- A. Review minutes of Council Meeting dated August 19, 2019.
- B. Review WA ST Liquor License for Lep-Re-Kon Harvest Foods #6
- C. Review claim voucher number 51659 to 51709 dated August 19, 2019 in the amount of \$145,969.62.
- D. Review payroll voucher numbers 33721 to 33730 dated August 19, 2019 in the amount of \$76,855.49.

**NEW BUSINESS**

**Motel Tax Presentation – Gail VanWyk:** Chamber President Gail VanWyk explained that Chamber is requesting that their designated motel tax dollars change from being used for advertising for their events and Farmers Market be changed to include marketing by “The Hunt – A Marketing Agency.” She then introduced Eric Patrick, Director of Marketing for “The Hunt, A marketing Agency.” He provided information about the amenities they believe Zillah has and how they could draw on that to market Zillah. They will begin by working on their social media accounts and go from there.

**Review Resolution No. 2019-21 Approving RMG Agreement for Park & Ride:** Ms. Bounds provided information about the agreement stating that this is the states agreement for the Teapot Park & Ride Project.

**Review Resolution No. 2019-22 Approving Task Order No. 2019-02 with HLA:** Ms. Bounds provided information about the agreement stating that this is the Task Order for engineering with HLA for the Teapot Park & Ride Project.

**Review Resolution No. 2019-23 Approving ILA with Yakima County Technology Services:** Ms. Bounds provided information about the Interlocal agreement stating that this is for technology services provided by the County for the PD spillman system.

**Review Resolution No. 2019-24 Approving Policy No. 2019-03-Euthanasia:** Mr. Simmons explained that his medication provider requires that the city has a policy for euthanasia before they will sell the to us. The policy is simple with a manual attached that the Humane Society puts out.

**Review Resolution No. 2019-25 Approving Revised Contribution Agreement:** Ms. Bounds provided information and explained that the main changes were to change the signers on the agreement.

### COMMITTEE/COMMISSION REPORT

**YVCOG:** Ms. Gonzales stated that YVCOG will be sending out their budget for approval. She also provided information about upcoming trainings they are discussing.

### MAYOR'S REPORT

Mayor Carmack stated that he did some cattle hauling over the weekend at his father's ranch.

### COUNCIL/STAFF REPORT

**Fire Department:** Chief Stinemetz reported that he recently received notice from Washington State Survey and Ratings Bureau that the city fire rating went down to a 5. This should minimally affect fire insurance rates so the city will get the information out to the residents.

**Public Works:** Mr. Simmons reported that he will be having the lead testing done this week on the Ice House Property. The project was briefly discussed and Mayor Carmack gave a brief history of how the Ice House had been used.


**Administration:** Ms. Bounds reported that she will hold interviews this week for the Utility Billing position.

**Planning:** Ms. Steele reported that two applications were submitted to TIB for the Vintage Valley Project and one for the electric charging stations for the Park & Ride Project. She also reported on the recent building activity and gave a legislative update on tiny homes.

### AJOURNMENT

The meeting adjourned at 6:43 p.m.

  
Sharon Bounds, City Administrator

  
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Dr. Scott Carmack, Mayor

**City of Zillah  
City Council Minutes  
August 19, 2019**

**CALL TO ORDER**

Mayor Scott Carmack called the meeting to order at 7:01 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, Public Works Director John Simmons and Fire Chief Paul Stonemetz

Absent: City Attorney James Carmody and Police Chief Tim Quantrell

**CONSENT AGENDA**

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

- A. Review minutes of Council Meeting dated August 19, 2019.
- B. Review WA ST Liquor License for Lep-Re-Kon Harvest Foods #6
- C. Review claim voucher number 51659 to 51709 dated August 19, 2019 in the amount of \$145,969.62.
- D. Review payroll voucher numbers 33721 to 33730 dated August 19, 2019 in the amount of \$76,855.49.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Motel Tax Presentation:** *Mr. Williams moved, seconded by Ms. Gonzales to approve the Motel Tax Request as presented. Motion carried unanimously.*

**Vote on Resolution No. 2019-21 Approving RMG Agreement for Park & Ride:** *Ms. Gonzales moved, seconded by Ms. Husted to approve the Capital Construction Grant Agreement with WSDOT for the Teapot Dome Park & Ride Construction Project. Motion carried unanimously.*

**Vote on Resolution No. 2019-22 Approving Task Order No. 2019-02 with HLA:** Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2019-22 approving Task Order No. 2019-02 with HLA Engineering and Land Surveying, Inc. Motion carried unanimously.

**Vote on Resolution No. 2019-23 Approving ILA with Yakima County Technology Services:** Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2019-23 approving an Interlocal Agreement between City of Zillah and Yakima County Technology Services. Motion carried unanimously.

**Vote on Resolution No. 2019-24 Approving Policy No. 2019-03-Euthanasia:** Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2019-24 approving Policy No. 2019-03 establishing guidelines for euthanasia of animals in municipal custody. Motion carried unanimously.

**Vote on Resolution No. 2019-25 Approving Revised Contribution Agreement:** Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2019-25 approving a Revised Contribution Agreement between City of Zillah and Zillah Lakes LLC. Motion carried unanimously.

### COUNCIL/STAFF REPORT

**Public Works:** Mr. Simmons reported that contractors were in this and last week putting in the LED lighting. He also stated that DOT has been here fixing the issues with the stoplight.

### AJOURNMENT

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



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor