

**City of Zillah  
Study Minutes  
ZOOM Meeting  
October 5, 2020**

*Due to the COVID-19 Coronavirus, Governor Inslee issued Proclamation 20-28 waiving rules relating to the Open Public Meetings Act and prohibited in-person public meetings. Due to this, a ZOOM meeting was held.*

**CALL TO ORDER**

Mayor Pro-tem Janice Gonzales called the meeting to order at 6:00 p.m.

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Janice Gonzales, Councilmembers Doug Stewart, Beth Husted, Brian Williams and Jeff Miles

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

Absent: Mayor Scott Carmack and City Attorney James Carmody

**CONSENT AGENDA**

- A. Review minutes of Study Session Meeting dated September 21, 2020.
- B. Review minutes of Council Meeting dated September 21, 2020.
- C. Review claim voucher number 53489 dated October 2, 2020 in the amount of \$11,502.10.
- D. Review claim voucher numbers 53438 to 53488 dated October 5, 2020 in the amount of \$73,147.95.
- E. Review payroll voucher numbers 34050 to 34059 dated September 30, 2020 in the amount of \$110,008.66
- F. Review Voided Checks No. 53346, 33797, 50211, and 53415.

**NEW BUSINESS**

**Motel Tax Applicants:** Motel Tax Applicants presented their proposals as follows:  
Associated Clubs – Shelli Quantrell: No money was spend during 2020 on the float or the Community Yard Sale ads as no events were held. Their request for 2021 is the same as 2020 in the amount of \$3,000.

YVT – Stephanie Gangle: She presented her proposal of \$9,031 outlining the benefits of the items. She mentioned that the guides for 2020 will be handed out during 2021 so that cost isn't included in this packet. If businesses have changed and the city would like to make a change to the map it will cost \$65 for changes to those. In the past, the city and chamber have partnered to fund the lit wall at the visitor's center so that might be a possibility again. The rest of the proposal included social media outreach.

Zillah Chamber of Commerce-Barbara Sherman: She explained that Chamber has made very little during 2020 due to not holding events and they made very little on the online auction. They may not be able to partner with the city as they normally do. Their request for \$14,300 includes the social media for \$8,000, website update for \$5,000 and inclusion of RHWT map for \$1,300.

Sunnyside Sun Media-Karen Zackula: Their funding request of \$1,750 includes a full page colored ad on the inside cover of their guide. Publication is scheduled for May 2021.

**Review Ordinance No. 1508 Amending Ordinance No. 1394/Lightspeed Networks, Inc.:** Ms. Steele explained that she recently received a request from LS Networks to extend further service in the city through their franchise agreement. This agreement does that and includes a color map showing where they currently have lines and their new proposal.

**Review Resolution No. 2020-36 Adopting Construction Standards:** Mr. Simmons explained that he and Ardele have been working with the engineer on updating the construction standards and those changes have been completed and are ready to be approved in the enclosed packet.

**Review 2021 Preliminary Budget:** Ms. Bounds provided information about the first look at the 2021 preliminary budget. The effects of COVID-19 are just starting to show up in some declining revenue and the duration into 2021 is unknown. She explained that staff was directed to submit budget requests with only what is essential to run their departments with no add-on's or supplemental requests unless it was crucial. The focus for 2021 will be to maintain the status quo.

#### AJOURNMENT

*The meeting was adjourned at 6:34 p.m.*



Sharon Bounds, City Administrator



Janice Gonzales, Mayor Pro-tem



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**CALL TO ORDER**

Mayor Pro-tem Janice Gonzales called the meeting to order at 6:34 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Pro-tem Janice Gonzales led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Janice Gonzales, Councilmembers Doug Stewart, Beth Husted, Brian Williams and Jeff Miles

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

Absent: Mayor Scott Carmack and City Attorney James Carmody

**CONSENT AGENDA**

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

- A. Review minutes of Study Session Meeting dated September 21, 2020.
- B. Review minutes of Council Meeting dated September 21, 2020.
- C. Review claim voucher number 53489 dated October 2, 2020 in the amount of \$11,502.10.
- D. Review claim voucher numbers 53438 to 53488 dated October 5, 2020 in the amount of \$73,147.95.
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- F. Review Voided Checks No. 53346, 33797, 50211, and 53415.

*Motion carried unanimously.*

## NEW BUSINESS

**Vote on Ordinance No. 1508 Amending Ordinance No. 1394/Lightspeed Networks, Inc.:** *Mr. Williams moved, seconded by Ms. Husted to approve Ordinance No. 1508 amending Ordinance No. 1394, a Franchise with Lightspeed Networks, Inc. Motion carried unanimously.*

**Vote on Resolution No. 2020-36 Adopting Construction Standards:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2020-36 adopting Design and Construction Standards for public works improvements. Motion carried unanimously.*

## COUNCIL/STAFF REPORTS

**Public Works Department:** Mr. Simmons reported that the Teapot Park & Ride officially opened today. Ms. Gonzales asked about the status of Vintage Valley Project. Mr. Simmons reported that they are currently doing water testing and the project should be moving forward soon.


**Building/Planning:** Ms. Steele reported Burger King is still working things out and she should receive something by month-end telling whether they will be moving forward or will stay in hiatus. The Dollar General project is currently underway.

**Administration:** Ms. Bounds reported that the office has been extremely busy lately with the audit, union negotiations and budget.

## AJOURNMENT

*Mr. Miles moved, seconded by Mr. Williams to adjourn the meeting at 6:43 p.m. Motion carried unanimously.*

  
Sharon Bounds, City Administrator

  
Janice Gonzales, Mayor Pro-tem  
Dr Scott Carmack  
Mayor