

City of Zillah
Study Minutes
Telephonic Meeting
December 21, 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 telephonic meeting was held.

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, Janice Gonzales, 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: Councilmember Beth Husted and City Attorney James Carmody

CONSENT AGENDA

- A. Review minutes of Study Session Meeting dated December 7, 2020.
- B. Review minutes of Council Meeting dated December 7, 2020.
- C. Review claim voucher number 53714 dated December 4, 2020 in the amount of \$3,725.18.
- D. Review claim voucher numbers 53715 to 53762 dated December 21, 2020, in the amount of \$161,232.95.
- E. Review payroll voucher numbers 34123 to 34131 dated December 15, 2020, in the amount of \$79,948.88.
- F. Review Voided Checks No. 53711 and 53712
- G. Review Monthly Close-Out Report dated November 30, 2020.

NEW BUSINESS

Review Ordinance No. 1515 Adopting Business License Regulations: Ms. Steele provided information related to the Business License Regulations Ordinance. The ordinance is being changed to accommodate the state taking over the business licensing for the city. Mr. Stewart stated that he will not be voting for the ordinance because he doesn't agree with the ability this gives the government to inspect properties.

Review Request from Zillah Chamber: Ms. Bounds provided information about the request for changes to what is granted to chamber from the motel tax fund. The request brings the total to a lesser amount than the original amount.

Review Resolution No. 2020-53/MOU with Yakima County District Court: Chief Quantrell and Ms. Bounds explained that Yakima County runs a program for DUI cases. They requested the MOU so that if a person in the program were to fail and have to go to jail, the county wouldn't be imposed with the jail fees.

Review Ordinance No 1518/2020 Budget Amendment: Ms. Bounds provided information about the 2020 budget amendments.

Review Resolution No. 2020-54 Accepting Teapot P&R Project as Complete: Ms. Bounds explained that the Teapot Dome Park & Ride Project is now complete and this needs to be formally approved so she can send the paperwork to the state for close-out.

Review Resolution No. 2020-55 Approving Addendum #1 to Task Order No. 2020-01: Mr. Simmons provided information about the Addendum for Third Avenue Project. It will be bid out again early in 2021.

Review request to Appoint Planning Commission Member: Mayor Carmack introduced Cathy Woodyard. She applied for the position of Planning Commission member and he would like Council to ratify his appointment.

Review Resolution No. 2020-56 Approving CBA's for Police, Clerks & Public Works Units: Mayor Carmack provided information about the contracts explaining that he along with staff has been working with the unions for the past several months and have come to agreement.

Review Resolution No. 2020-57 Approving Admin Policies: Mayor Carmack provided information about the policies explaining that he along with staff has been working with admin staff and have come to agreement.

Review Ordinance No 1519/2021 Salaries: Mayor Carmack explained that this ordinance outlines salaries for all of the positions and as outlined in in all of the contracts and policies.

MAYOR'S REPORT

Mayor Carmack explained that the Christmas light judging was done last week and mentioned that there was a great deal of people in town who decorated. He commended Mr. Stewart and Mr. Simmons for the work they put into their Christmas decorations.

COUNCIL/STAFF REPORTS

Fire Department: Chief Stonemetz stated that things are going well and the Toy Drive went well last week.

Police Department: Chief Quantrell also stated that they enjoyed delivering gifts to the recipients of the city toy drive.

Public Works Department: Mr. Simmons stated that his crew is making headway on hydrant repairs, he has the camera up near the recycle bins and needs to put up signage. Mayor Carmack stated he would like to work with John on that sign effort.


Building/Planning: Ms. Steele reported on the current planning and building projects.

Administration: Ms. Bounds stated that the city sponsored 13 families with the toy drive. She thanked staff for all of their work on the effort. She also thanked Mayor Carmack and Councilmembers for all that they put into their jobs.

AJOURNMENT

The meeting was adjourned at 6:32 p.m.


Sharon Bounds, City Administrator


Dr. Scott Carmack, Mayor

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City Council Meeting Minutes
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CALL TO ORDER

Mayor Scott Carmack called the meeting to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

Mayor Carmack led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Scott Carmack, Councilmembers Doug Stewart, Janice Gonzales, 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: Councilmember Beth Husted and City Attorney James Carmody

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 December 7, 2020.
- B. Approve minutes of Council Meeting dated December 7, 2020.
- C. Approve claim voucher number 53714 dated December 4, 2020 in the amount of \$3,725.18.
- D. Approve claim voucher numbers 53715 to 53762 dated December 21, 2020, in the amount of \$161,232.95.
- E. Approve payroll voucher numbers 34123 to 34131 dated December 15, 2020, in the amount of \$79,948.88.
- F. Approve Voided Checks No. 53711 and 53712
- G. Approve Monthly Close-Out Report dated November 30, 2020.

Motion carried unanimously.

NEW BUSINESS

Vote on Ordinance No. 1515 Adopting Business License Regulations: *Mr. Williams moved, seconded by Ms. Gonzales to approve Ordinance No. 1515 Adopting Business License Regulations. Motion carried, 3 yes (Gonzales, Williams, Miles), 1 nay (Stewart).*

Vote on Request from Zillah Chamber: *Ms. Gonzales moved, seconded by Mr. Stewart that city council approve changes of expenditures as presented for Zillah Chamber from the Motel Tax Fund. Motion carried unanimously.*

Vote on Resolution No. 2020-53/MOU with Yakima County District Court: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2020-53 approving a Memo of Understanding between City of Zillah and Yakima County District Court. Motion carried unanimously.*

Vote on Ordinance No 1518/2020 Budget Amendment: *Mr. Miles moved, seconded by Mr. Williams to approve Ordinance No. 1518 approving 2020 Budget Amendments. Motion carried unanimously.*

Vote on Resolution No. 2020-54 Accepting Teapot P&R Project as Complete: *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2020-54 Accepting the Teapot Dome Park & Ride Project as Complete. Motion carried unanimously.*

Vote on Resolution No. 2020-55 Approving Addendum #1 to Task Order No. 2020-01: *Ms. Gonzales moved, seconded by Mr. Stewart to approve Resolution No. 2020-55 Approving Addendum No. 1 to Task Order No. 2020-01 with HLA for Third Avenue Sidewalk Improvement Project. Motion carried unanimously.*

Vote on request to Appoint Planning Commission Member: *Mr. Stewart moved, seconded by Mr. Miles to ratify the Mayor's appointment of Cathy Woodyard to Planning Commission. Motion carried unanimously.*

Vote on Resolution No. 2020-56 Approving CBA's for Police, Clerks & Public Works Units: *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2020-56 Approving the Police, Clerks, and Public Works Contracts for 2021-2023. Motion carried unanimously.*

Vote on Resolution No. 2020-57 Approving Admin Policies: *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2020-57 Approving Administrative Policies No. 2020-02, 2020-03, and 2020-04 relating to salaries and benefits for the Administrative staff. Motion carried unanimously.*

Vote on Ordinance No 1519/2021 Salaries: *Ms. Gonzales moved, seconded by Mr. Stewart to approve Ordinance No. 1519 establishing 2021 salaries. Motion carried unanimously.*

AJOURNMENT

The meeting was adjourned at 6:37 p.m.


Sharon Bounds, City Administrator


Dr. Scott Carmack, Mayor