

City of Zillah
Study Minutes
Telephonic Meeting
December 7, 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, Beth Husted, 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: City Attorney James Carmody

ADDITIONS/CORRECTIONS TO THE AGENDA

Mayor Carmack explained that item 5F is being pulled from the agenda. Mr. Miles asked to add item 5M to the agenda under new business, "Review Resolution No. 2020-52 Approving an Assignment of Lease Agreement."

CONSENT AGENDA

- A. Review minutes of Study Session Meeting dated November 16 2020.
- B. Review minutes of Council Meeting dated November 16, 2020.
- C. Review WA ST Liquor License for Dollar General Store.
- D. Review claim voucher number 53649 dated December 4, 2020 in the amount of \$2,538.04.
- E. Review claim voucher numbers 53650 to 53710 dated December 7, 2020, in the amount of \$41,191.13.
- F. Review payroll voucher numbers 34113 to 34122 dated November 30, 2020, in the amount of \$143,886.37.

NEW BUSINESS

Review Resolution No. 2020-44 Approving Fireworks Stand Permit: Ms. Bounds explained that this was submitted for firework sales for New Years and answered questions. Fireworks are allowed to be set off on December 31 at noon to 1:00 a.m. on January 1st.

Review Resolution No. 2020-45 Approving Lease Agreement between City of Zillah and Senior Civic Center Management Team: Ms. Bounds explained that the senior citizen group has been doing a great job managing the civic center. The only change to the attached agreement was to extend the dates to 12/31/2023.

Review Resolution No. 2020-46 Approving a Fuel Tax Agreement for the Overlay Projects, Multiple Locations Project: Ms. Steele explained that the city was awarded funds from TIB for overlay projects on four streets north of the grade school area. The attached fuel tax agreement is for that project.

Review Resolution No. 2020-47 Approving an Agreement for Professional Municipal Services: Ms. Bounds explained that the city recently went out to bid for municipal engineering services. Four firms submitted statements of qualifications. The public works committee along with staff scored the SOQ's and HLA Engineering was the highest scoring firm. The attached agreement is for engineering services with HLA Engineering.

Review Resolution No. 2020-48 Approving Addendum No. III to the Interlocal Agreement with City of Sunnyside: Chief Quantrell provided information about the interlocal agreement for jail services with Sunnyside.

Review Ordinance No 1516 Establishing City Rates: Ms. Bounds explained the only change to this ordinance is to remove the penalty fees for business licensing. Once the state takes over the licensing they will impose the penalties rather than the city.

Review Resolution No. 2020-49 Establishing 2021 Irrigation Assessment: Ms. Bounds explained the city recently received a notice from SVID that their assessment will stay the same for 2021. After discussion with Mayor Carmack it was decided to keep the irrigation assessment the same as 2020.

Review Resolution No. 2020-50 First Amendment to Communications Site Lease Agreement: Ms. Bounds explained that staff has been working with ATT/Cingular for some time on changes to their agreement. They are planning to remove their equipment from the water tower over to the Verizon tower. They will still pay the city the same as they are now. She provided information about the changes and answered questions.

Review Resolution No. 2020-51 Declaring items as Surplus: This resolution includes items from all departments. A sale will be held after the first of the year.

Review Restricted Fund uses for 2021: Ms. Bounds explained that a separate motion is being asked for, for the budget summary packet outlining restricted fund usage as well as everything presented in the packet.

Review Ordinance No 1517 Adopting the 2021 Budget: The 2021 budget is now finalized and ready for approval.

Review Resolution No. 2020-52 approving an Assignment of Lease Agreement. Ms. Bounds explained that around a year ago the city was approached by property owners that surround the city property at Bailey Road. Their pond encroached on city property. The solution was to lease the property to them. Now the property ownership will change and an assignment of lease agreement is needed to assign the lease to the new property owner. All conditions will stay the same.

COUNCIL/STAFF REPORTS

Fire Department: Chief Stonemetz reported that calls have been up since the icy conditions have come.

Public Works Department: Mayor Carmack asked John Simmons when the cameras will be here for the recycle bin area. Mr. Simmons said they should arrive in the next couple of weeks. He will get them installed and use them. Signage will also be placed at the site. After that, if conditions don't improve, the bins will be taken out. The city has done all it can to keep them but if the public continues to treat them like garbage dump then the city has no choice.

Mr. Simmons also reported that Granite needs to better secure the Vintage Valley parkway area while construction has stopped during winter months.

Administration: Ms. Bounds reported that the drive through Santa event will be held on December 19th from 11-1:30. Ms. Husted also provided information about the city contest for lighting.

AJOURNMENT

The meeting was adjourned at 6:30 p.m.


Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

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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, Beth Husted, 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: City Attorney James Carmody

CONSENT AGENDA

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

- A. Approve minutes of Study Session Meeting dated November 16 2020.
- B. Approve minutes of Council Meeting dated November 16, 2020.
- C. Approve WA ST Liquor License for Dollar General Store.
- D. Approve claim voucher number 53649 dated December 4, 2020 in the amount of \$2,538.04.
- E. Approve claim voucher numbers 53650 to 53710 dated December 7, 2020, in the amount of \$41,191.13.
- F. Approve payroll voucher numbers 34113 to 34122 dated November 30, 2020, in the amount of \$143,886.37.

Motion carried unanimously.

ADDITIONS/CORRECTIONS TO THE AGENDA

Mr. Miles moved, seconded by Mr. Williams to add item 8M to the agenda, "Vote on Resolution No. 2020-52 Approving an Assignment of Lease Agreement, and to remove item 5F. Motion carried unanimously.

PUBLIC HEARING

2021 Final Budget: Mayor Carmack opened the Public Hearing at 6:34. No public comment was given. Mayor Carmack closed the Public Hearing at 6:34 p.m.

NEW BUSINESS

Vote on Resolution No. 2020-44 Approving Fireworks Stand Permit: *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2020-44 Approving the Fireworks Stand Permit submitted by Alpha Pyrotechnics, Inc. Motion carried unanimously.*

Vote on Resolution No. 2020-45 Approving Lease Agreement between City of Zillah and Senior Civic Center Management Team: *Ms. Husted moved, seconded by Mr. Stewart to Approve Resolution No. 2020-45 approving the Lease Agreement between City of Zillah and Senior Civic Center Management Team. Motion carried unanimously.*

Vote on Resolution No. 2020-46 Approving a Fuel Tax Agreement for the Overlay Projects, Multiple Locations Project: *Mr. Stewart moved, seconded by Mr. Miles to Approve Resolution No. 2020-46 Approving a Fuel Tax Agreement for Project No. 2-E-947(003)-1. Motion carried unanimously.*

Vote on Resolution No. 2020-47 Approving an Agreement for Professional Municipal Services: *Mr. Miles moved, seconded by Williams to Approve Resolution No. 2020-47 Approving a Professional Municipal Engineering Services Consultant Agreement with HLA Engineering and Land Surveying, Inc. for 2021-2023. Motion carried unanimously.*

Vote on Resolution No. 2020-48 Approving Addendum No. III to the Interlocal Agreement with City of Sunnyside: *Mr. Williams moved, seconded by Ms. Gonzales to Approve Resolution No. 2020-48 Approving Addendum III to Interlocal Agreement with Sunnyside for housing of inmates. Motion carried unanimously.*

Vote on Ordinance No 1516 Establishing City Rates: *Ms. Gonzales moved, seconded by Ms. Husted to Approve Ordinance No. 1516 Establishing City Rates. Motion carried unanimously.*

Vote on Resolution No. 2020-49 Establishing 2021 Irrigation Rates: *Ms. Husted moved, seconded by Mr. Stewart to Approve Resolution No. 2020-49 Establishing the 2021 Irrigation Assessment. Motion carried unanimously.*

Vote on Resolution No. 2020-50 First Amendment to Communications Site Lease Agreement: *Mr. Stewart moved, seconded by Mr. Miles to Approve Resolution No. 2020-50 Approving the First*

Amendment to Communications Site Lease Agreement with New Cingular Wireless PCS, LLC. Motion carried unanimously.

Vote on Resolution No. 2020-51 Declaring items as Surplus: *Mr. Miles moved, seconded by Mr. Williams to Approve Resolution No. 2020-51 Declaring certain items of personal property as Surplus. Motion carried unanimously.*

Vote on Restricted Fund uses for 2021: *Mr. Williams moved, seconded by Ms. Gonzales to Approve the list of expenditures for 2021, 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 1517 Adopting the 2021 Budget: *Ms. Gonzales moved, seconded by Ms. Husted to Approve Ordinance No. 1517 Adopting the 2021 Budget. Motion carried unanimously.*

Vote on Resolution No. 2020-552 Approving An Assignment of Lease Agreement: *Ms. Husted moved, seconded by Mr. Williams to Approve Resolution No. 2020-52 approving an Assignment of Lease Agreement between City of Zillah, RSO Yakima and Springdale I.I.C. Motion carried unanimously.*

AJOURNMENT

The meeting was adjourned at 6:42 p.m.


Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor