

**City of Zillah
Study Minutes
February 18, 2020**

CALL TO ORDER

Mayor 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, Public Works Director, Police Chief Tim Quantrell, Community Development Director Ardele Steele and Fire and Chief Paul Stonemetz

Absent: Public Works Director John Simmons and City Attorney James Carmody

CONSENT AGENDA

- A. Review minutes of Study Session Meeting dated February 3, 2020.
- B. Review minutes of Council Meeting dated February 3, 2020.
- C. Review claim voucher numbers 52437 to 52478 dated February 18, 2020 in the amount of \$147,350.74
- D. Review payroll voucher numbers 33898 to 33906 dated February 14, 2020 in the amount of \$78,270.46.
- E. Review Liquor License Applications for Finer's Finers Food LLC, Bosma Estate Winery, LLC and La Canasta Meat Market LLC.
- F. Review Monthly Close-Out Report dated January 31, 2020.

NEW BUSINESS

Review Resolution No. 2020-03 Awarding Construction Contract/Teapot Park & Ride Project: Ms. Bounds explained that the city opened bids last week and nine (9) contractors submitted bids. The low bid went to Total Site Services from Richland, WA for the amount of \$403,584.24 which is around \$98,000 than the engineers estimate. Discussion was held about an error being made in the Resolution. The amount on the resolution was the engineers estimate and that needs to change prior to approval.

Review Scholarship Selection Recommendation: Ms. Bounds explained that the personnel committee along with the Mayor and Staff scored the scholarship applications. The city will recommend McKenna Burge to AWC for the scholarship.

Review Ordinance No. 1501/Reduction in utility billing for leaks: Ms. Bounds explained that additional information was added to the ordinance to outline the process for asking for a credit if you have a water leak. Ms. Gonzales asked several questions and Ms. Bounds provided information. Ms. Gonzales asked how many credits would be allowed and if there were a cap. Mayor Carmack stated that sometimes things happen and lines break and he did not think there should be a cap. Further discussion was held

about what the city does to assure a line is repaired correctly. Ms. Bounds stated that there is nothing in the ordinance addressing that except the city requiring a receipt from a contractor fixing it or a sign off from a city employee verifying it was fixed.

Review Resolution No. 2020-04 Approving Grant Agreement with WSDOE: Ms. Steele explained that this grant agreement from WSDOE is for work that needs to be done to revise ZMC relating to shoreline management.

Ms. Gonzales asked to go back to the last agenda item. She asked if there was anything in the ordinance stating the city had to accept a receipt or it needed to be signed off by a city employee. Ms. Bounds read the following language from section 13.28.020 (B)

The leak or break and the repair will be verified by a city employee, or a receipt of repair will be collected from the applicant and attached to the form provided by the city, herein attached as Exhibit A, (or as amended).

Ms. Gonzales was satisfied and the meeting continued.

Review Resolution No. 2020-05 Approving Prof. Svcs. Agreement with YVCOG: Ms. Steele explained that she does not have time to perform the changes to the ZMC shoreline revisions so YVCOG will perform that work. This agreement outlines the scope of having that done.

MAYOR'S REPORT

Mayor Carmack mentioned that the door at city hall is broken and is hard to open.

COUNCIL/STAFF REPORTS

Fire Department: Chief Stonemetz reported that their department has been busy. They had four calls just today.

Police Department: Chief Quantrell stated that the burglaries have recently picked up.

AJOURNMENT

The meeting was adjourned at 6:23 p.m.



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

**City of Zillah
City Council Minutes
February 18, 2020**

CALL TO ORDER

Mayor Carmack called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

Mayor Carmack led the Pledge of Allegiance.

ADDITIONS/CORRECTIONS TO THE AGENDA

Mr. Miles moved, seconded by Mr. Williams that city council amend Resolution No. 2020-03 (Item 8A on the agenda) to change the amount of the low bid from \$502,305.00 to \$403,584.24. Motion carried unanimously.

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, Public Works Director, Police Chief Tim Quantrell, Community Development Director Ardele Steele and Fire and Chief Paul Stonemetz

Absent: Public Works Director John Simmons 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. Approve minutes of Study Session Meeting dated February 3, 2020.
- B. Approve minutes of Council Meeting dated February 3, 2020.
- C. Approve claim voucher numbers 52437 to 52478 dated February 18, 2020 in the amount of \$147,350.74
- D. Approve payroll voucher numbers 33898 to 33906 dated February 14, 2020 in the amount of \$78,270.46.
- E. Approve Liquor License Applications for Finer's Finers Food LLC, Bosma Estate Winery, LLC and La Canasta Meat Market LLC.
- F. Approve Monthly Close-Out Report dated January 31, 2020.

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2020-03 Awarding Construction Contract/Teapot Park & Ride Project: *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2020-03 (as amended) Awarding a Construction Contract for the Teapot Dome Park & Ride Project to Total Site Services. Motion carried unanimously.*

Vote on Scholarship Selection Recommendation: *Ms. Gonzales moved, seconded by Ms. Husted to recommend McKenna Burge to AWC for the Quality Communities Scholarship. Motion carried unanimously.*

Vote on Ordinance No. 1501/Reduction in utility billing for leaks: *Ms. Husted moved, seconded by Mr. Stewart to approve Ordinance No. 1501 Amending Ordinance No. 708 and ZMC 13.28 relating to reduction in utility billing due to leaks. Motion carried unanimously.*

Vote on Resolution No. 2020-04 Approving Grant Agreement with WSDOE: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2020-04 approving a Shorelands Shoreline Master Program Agreement with State of Washington DOE. Motion carried unanimously.*

Vote on Resolution No. 2020-05 Approving Prof. Svcs. Agreement with YVCOG: *Mr. Miles moved, seconded by Mr. Williams to approve Resolution No. 2020-05 Approving a Professional Services Agreement between City of Zillah and YVCOG. Motion carried unanimously.*

AJOURNMENT

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



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor