

**City of Zillah**  
**Study Session Minutes**  
**Telephonic Meeting**  
**October 4, 2021**

*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 Pro tempore Brian Williams called the meeting to order at 6:00 p.m.

**ROLL CALL**

The following were:

Present: Mayor Pro tempore Brian Williams, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales, and Wes Argo

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 20, 2021.
- B. Review minutes of Council Meeting dated September 20, 2021.
- C. Review claim voucher numbers 54751 to 54812 dated October 4, 2021, in the amount of \$36,553.68.
- D. Review payroll voucher numbers 34319 to 34330 dated September 30, 2021, in the amount of \$118,226.56.
- E. Review Financial/Federal Audit Report.

**NEW BUSINESS**

**Review Resolution No. 2021-45 Approving Contract for Judge Pro tempore:** Ms. Bounds explained that our current Judge Pro tem – Susan Arb, is retiring. There are pending cases that she was needed for so a search was done and Quinn Dalan is being recommended to replace her.

**Review Resolution No. 2021-46 Awarding Construction Contract for RV Dump Station Project:** Ms. Bounds explained that the city went out to bid for contractors to make the RV Dump Station Repairs on MRSC Rosters. No bids were submitted. Mr. Simmons then contacted Belfor Property Restoration and found out they are registered with MRSC Rosters but did not receive the bidding information so the information was given to them. They submitted a bid and the city has been working with them to negotiate a contract. The contract is in the packet and is being recommended for approval.

**Review Proclamation Designating Fire Prevention Week:** Chief Stonemetz and Ms. Steele provided information about Fire prevention week. Mayor Pro tempore Brian Williams will read it during the council meeting.

**Review Resolution No. 2021-47 Authorizing write-off of delinquent accounts:** Ms. Bounds explained that her department has done some housekeeping with the delinquent accounts. The city has gone through the steps to notify and reach those account holders with no success so they are being recommended for write-off. Most of them are under the \$300 threshold with only a few being more.

**Review 2022 Preliminary Budget:** Ms. Bounds highlighted some of the elements of the 2022 budget including the estimated revenues and expenses, the supplemental budget requests and the list of proposed expenditures for the ARPA funds. Mayor Pro tempore Williams explained that the finance/budget committee met and reviewed the budget and it looks pretty straight forward.

### COMMITTEE/COMMISSION REPORTS

Ms. Gonzales reported that YVCOG recently asked the cities to approve them taking over the housing funds. She wanted to let everyone know that she opposes that as she doesn't agree that they have the specific expertise in that area. They are qualified in other areas to do the things they do but she believes they should not enter into this area. Ms. Bounds stated that a letter had been sent to the city asking the city to vote on that but she had not yet been able to discuss it with the Mayor so no response was sent yet.

### MAYOR'S REPORT

Mayor Pro tempore Williams rooted on some of the sports teams.

### COUNCIL/STAFF REPORTS

**Fire Department:** Chief Stonemetz reported that things in his department have been going good.

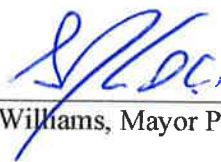
**Police Department:** Chief Quantrell reported the police department has been somewhat busy with a few burglaries and theft.

### ADJOURNMENT

*The meeting was adjourned at 6:24 p.m.*



Sharon Bounds, City Administrator



Brian Williams, Mayor Pro tempore

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**City Council Minutes**  
*Telephonic Meeting*  
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**CALL TO ORDER**

Mayor Pro tempore Brian Williams called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Pro tempore Brian Williams led the Pledge of Allegiance.

**ROLL CALL**

The following were:

Present: Mayor Pro tempore Brian Williams, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales, and Wes Argo

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. Argo moved, seconded by Ms. Gonzales to approve the Consent Agenda, items A through E as follows:*

- A. Approve minutes of Study Session Meeting dated September 20, 2021.
- B. Approve minutes of Council Meeting dated September 20, 2021.
- C. Approve claim voucher numbers 54751 to 54812 dated October 4, 2021, in the amount of \$36,553.68.
- D. Approve payroll voucher numbers 34319 to 34330 dated September 30, 2021, in the amount of \$118,226.56.
- E. Approve Financial/Federal Audit Report.

*Motion carried unanimously.*

**NEW BUSINESS**

**Vote on Resolution No. 2021-45 Approving Contract for Judge Pro tempore:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-45 Approving a Contract for Judicial Pro tempore services with Quinn R. Dalan. Motion carried unanimously.*

**Vote on Resolution No. 2021-46 Awarding Construction Contract for RV Dump Station Project:**

*Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2021-46 Awarding a Construction Contract for the 2021 RV Dump Station Repair Project to Belfor Property Restoration. Motion carried unanimously.*

**Vote on Proclamation Designating Fire Prevention Week:** *Mr. Stewart moved, seconded by Mr. Argo to Approve the Proclamation designating the week of October 3-9, 2021 as Fire Prevention week. Motion carried unanimously.*

**Vote on Resolution No. 2021-47 Authorizing write-off of delinquent accounts:** *Mr. Argo moved, seconded by Ms. Gonzales to approve Resolution No. 2021-46 Authorizing the City Administrator to write off delinquent accounts. Mr. Argo moved to change his motion, seconded by Ms. Gonzales, to approve Resolution No. 2021-47 Authorizing the City Administrator to write off delinquent accounts. Motion carried unanimously.*

**ADJOURNMENT**

*The meeting was adjourned at 6:38 p.m.*



Sharon Bounds, City Administrator



Brian Williams, Mayor Pro tempore