

**City of Zillah**  
**Study Session Minutes**  
**Telephonic Meeting**  
**November 15, 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 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 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: City Attorney James Carmody

**CONSENT AGENDA**

- A. Review minutes of Study Session Meeting dated November 1, 2021.
- B. Review minutes of Council Meeting dated November 1, 2021.
- C. Review claim voucher numbers 54909 to 54945 dated November 15, 2021, in the amount of \$124,100.81.
- D. Review payroll voucher numbers 34353 to 34388 dated November 15, 2021, in the amount of \$132,328.37.
- E. Review Monthly Close-Out Report dated October 31, 2021

**NEW BUSINESS**

**2022 YVCOG Budget Presentation-Chris Wickenhagen:** Chris Wickenhagen from YVCOG presented information about the 2022 YVCOG Budget. Chris then also presented a grant opportunity the city has with them for funding a housing study. She explained that YVCOG has been listening to their member cities and the thing they hear most is that there is a housing shortage throughout the valley. YVCOG applied, with Dept. of Commerce, for funding to do a housing needs assessment. The data that they compile from the cities will tell them what their needs are, what type of housing will be needed over the next 10-20 years, and how Zillah would like to grow. The housing element of our Comp plan will need to be updated by 2026 and the information compiled for the study will be used in completing that for the cities. Mayor Carmack asked for council input and they seemed to be in agreement with participating.

**Review Motel Tax Proposal:** Information was included in the council packet for the Mayor's proposal for the Motel Tax funding requests. Ms. Gonzales questioned her about the proposal for the employee at the Visitor's Center. Ms. Bounds explained that Chamber had requested during their funding proposal that the city hire a part time person to run the Visitor's Center so an application was drafted and included in this packet for review. Ms. Gonzales questioned the process that was used to review applications, stating that the process should be clear and open for public discussion. Ms. Bounds answered her questions and stated that the process has not changed. Mayor Carmack explained that his proposal is in the packet and stated if council was in agreement with it, they would included in the budget for approval. Mr. Stewart stated he was in agreement and the others did not provide further comment.

**Review Resolution No. 2021-57 Approving LEAA for Communications:** Chief Quantrell provided information about the contract with the county for dispatch. The county originally proposed a \$14k hike in fees and he negotiated with them to reduce that increase to ½ for 2022 with a catch up rate in 2023.

**Review Resolution No. 2021-58 Approving Addendum to Lexipol Agreement:** Chief Quantrell provided information about agreement explaining that this addendum provides training for his department at a rate of \$90 each annually. Mayor Carmack stated that this was a great deal and was glad the opportunity came up.

**Review Resolution No. 2021-59 Adopting Policy No. 2021-05/Purchasing & Contracting Policy and Procedure:** Ms. Bounds explained that the city procurement policy was reviewed during the audit this year and while it was adequate, she found another policy from Union Gap during that process, that included all of the elements needed and provided a more simplified format. She asked Council to approve it.

**Review 2022 Preliminary Budget:** Ms. Bounds provided information about changes that had been recently made to the Preliminary budget that was presented at the last meeting. She explained that the budget should be finalized and ready for approval at the next meeting.

### **MAYOR'S REPORT**

Mayor Carmack reported that the Toy Drive Commercial was filmed today. He also mentioned that he and Ms. Bounds met with a representative of Rotary and also Yakima County last week. They are interested in helping to fund projects in the valley rather than just in the upper valley and were taken on tours of the areas where the Splash Park and the Wellness Pathway Projects are being proposed.

### **COMMITTEE/COMMISSION REPORTS**

Ms. Gonzales reported that she attended the YVCOG board meeting today. They will host their general meeting in December via electronic meeting. They will then make a decision on whether to go to an in person meeting at that time.

### **COUNCIL/STAFF REPORTS**

**Police Department:** Chief Quantrell reported that he just held a ZOOM with Watchguard last week so hopes for the system to be online soon.

**Public Works Department:** The Vintage Valley Project will be completed soon. Still waiting on the striping and PPL to finish stringing their lines.

**Building/Planning:** Ms. Steele reported on the most recent building projects. She just completed the DAHP Cemetery grant and should be hearing soon from TIB on the applications that were submitted.

**Administration:** Ms. Bounds reported on the dates related to the city toy drive and the date of the Old Fashioned Christmas event.

### ADJOURNMENT

*The meeting was adjourned at 6:35 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 6:33 p.m.

**ROLL CALL**

The following were:

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

**PLEDGE OF ALLEGIANCE**

Mayor Carmack led the Pledge of Allegiance.

**CONSENT AGENDA**

*Mr. Argo moved, seconded by Mr. Williams to approved the Consent Agenda, items A through E as follows:*

- A. Review minutes of Study Session Meeting dated November 1, 2021.
- B. Review minutes of Council Meeting dated November 1, 2021.
- C. Review claim voucher numbers 54909 to 54945 dated November 15, 2021, in the amount of \$124,100.81.
- D. Review payroll voucher numbers 34353 to 34388 dated November 15, 2021, in the amount of \$132,328.37.
- E. Review Monthly Close-Out Report dated October 31, 2021

*Motion carried unanimously.*

**PUBLIC HEARING**

Mayor Carmack opened the public hearing at 6:34 p.m. No public comment was given. Mayor Carmack closed the public hearing at 6:35 p.m.

**NEW BUSINESS**

**Vote on 2022 YVCOG Budget Presentation-Chris Wickenhagen:** *Mr. Williams moved, seconded by Ms. Gonzales to approve the 2022 YVCOG Budget as presented. Motion carried unanimously.*

**Vote on Resolution No. 2021-57 Approving LEAA for Communications:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-57 approving the Law Enforcement Assistance Agreement for Communications for 2022. Motion carried unanimously.*

**Vote on Resolution No. 2021-58 Approving Addendum to Lexipol Agreement:** *Ms. Husted moved, seconded by Mr. Williams to approve Resolution No. 2021-58 approving Addendum to Agreement between City of Zillah and Lexipol. Motion carried unanimously.*

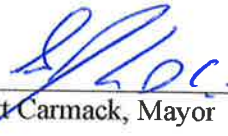
**Vote on Resolution No. 2021-59 Adopting Policy No. 2021- /Purchasing & Contracting Policy and Procedure:** *Mr. Stewart moved, seconded by Mr. Argo to approve the Revised Purchasing and Contracting Policies and Procedures. Motion carried unanimously.*

**ADJOURNMENT**

*The meeting was adjourned at 6:41 p.m.*



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor