

**City of Zillah**  
**Study Session Minutes**  
*Telephonic Meeting*  
**December 6, 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 15, 2021.
- B. Review minutes of Council Meeting dated November 15, 2021.
- C. Review claim voucher numbers 55003 to 55006 dated December 3, 2021, in the amount of \$8,518.30.
- D. Review claim voucher numbers 54968 - 55002 and 55007 - 55028 dated December 6, 2021, in the amount of \$393,325.95.
- E. Review payroll voucher numbers 34389 to 34398 dated November 30, 2021, in the amount of \$155,411.71.
- F. Review Voided Check No.'s 54946-54967.
- G. Review Monthly Close-Out Report dated November 30, 2021.

**NEW BUSINESS**

**Review City Decorating Request:** Mr. Stewart provided information about the decorating request.

**Review Resolution No. 2021-60 Approving ILA with YVCOG and Union Gap:** Chris Wickenhagen was at the last council meeting and asked if Zillah was interested in participating in the grant to fund a housing study. The attached agreement is with YVCOG and Union Gap for that.

**Review Resolution No. 2021-61 Approving ILA with Yakima County for Tech Services:** Chief Quantrell provided information about the ILA for Tech Services with Yakima County and recommended approval.

**Review Resolution No. 2021-62 Approving Specific Project Agreement with Toppenish:** Ms. Bounds explained that Zillah will need help covering the duties of building inspector when Ms. Steele is out for vacation at the end of the month. Toppenish has offered to help out during that time and the agreement gives us the ability to do that.

**Review Ordinance No. 1532 Amending Ordinance No. 1291/Hearing Examiner:** Ms. Steele explained that changes made to this ordinance were to allow the hearing examiners to provide their reports and submit their billing electronically if desired.

**Review Resolution No. 2021-63 Approving Contract with Bill Hordan:** Ms. Steele provided information about the contract with Bill Hordan as the current agreement expires at year end.

**Review Resolution No. 2021-64 Approving Contract with Patrick Spurgin:** Ms. Steele provided information about the contract with Patrick Spurgin as the current agreement expires at year end.

**Review Resolution No. 2021-65 Approving Task Order No. 2021-05 with HLA:** Ms. Bounds explained that RCO (the funding source for the Splash Park Grant) requires a cultural study be done by year end. This Task Order gives the engineer the ability to contract for that as well as work on the scope of the project.

**Review Resolution No. 2021-66 Approving Fuel Tax Agreement with TIB for Overlay Project:** Ms. Bounds explained that two city projects were recently awarded funding through TIB. This is the fuel tax agreement that authorizes us to use the fuel tax dollars for the Overlay Project. The fuel tax agreement for the other project will be sent to us for approval in January.

**Review Resolution No. 2021-67 Approving Extension on Interfund Loan:** Ms. Bounds is requesting an extension of the existing interfund loan to cover the end of project and close out period for the Vintage Valley Parkway Project.

**Review Ordinance No. 1533/2021 Budget Amendments:** Ms. Bounds provided information about the 2021 budget amendments.

**Review Resolution No. 2021-68 Establishing 2022 Irrigation Rates:** Ms. Bounds explained that the city received notice from SVID that they are increasing their rates by 3% for 2022 so the city is proposing to do the same.

**Review Ordinance No. 1534 Establishing 2022 Water Rates:** Ms. Bounds explained that the water rate study won't be done until 2022 and the current water rates expire at year end. A 3% increase is being proposed for 2022 or until the rate study is completed which will show the city what the increase needs to be.

**Review Restricted Fund Uses for 2022:** Ms. Bounds explained that part of the budget process is approving restricted fund usage as well as the information provided in the budget summary packet.

**Review Ordinance No. 1535 Adopting the 2022 Budget:** Ms. Bounds explained that the final changes have been made to the 2022 budget and it is now ready for approval.

## COMMITTEE/COMMISSION REPORTS

**Finance and Budget Committee Report:** Mr. Williams (Finance and Budget Committee member) reported that the committee met last week to review finances and the budget. He highlighted areas of the

budget that were discussed including the Supplemental Budget Requests, ARPA funding requests, and the irrigation rate and water rate proposals.

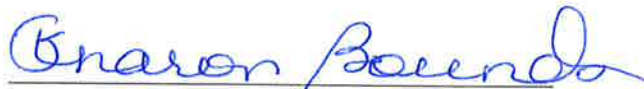
### MAYOR'S REPORT

Mayor Carmack reported that he was visited by a business owner recently who complained about the complicated process of renewing their business license online with the state. He liked the city process that was much simpler. Mayor Carmack provided information for the state, offering a phone number that can be called to help in that process.

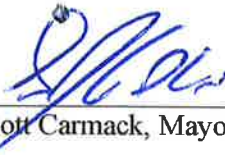
Mayor Carmack said the Christmas Light Contest is going on and judging will take place on 12/15. Mayor Carmack asked Ms. Husted to provide information about the Old Fashioned Christmas event this Saturday.

### ADJOURNMENT

*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 6:30 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 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**

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

- A. Approve minutes of Study Session Meeting dated November 15, 2021.
- B. Approve minutes of Council Meeting dated November 15, 2021.
- C. Approve claim voucher numbers 55003 to 55006 dated December 3, 2021, in the amount of \$8,518.30.
- D. Approve claim voucher numbers 54968 - 55002 and 55007-55028 dated December 6, 2021, in the amount of \$393,325.95.
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- F. Approve Voided Check No.'s 54946-54967.
- G. Approve Monthly Close-Out Report dated November 30, 2021.

*Motion carried unanimously.*

## PUBLIC HEARING

**2022 Final Budget:** Mayor Carmack opened the public hearing at 6:31 p.m. No public comment was given. Mayor Carmack closed the public hearing at 6:32 p.m.

## NEW BUSINESS

**Vote on City Decorating Request:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Doug Stewart and Merry Daley to decorate for 2022 as per the attached requests. Motion carried, Abstain: Stewart, Yes: Argo, Husted, Williams and Gonzales.*

**Vote on Resolution No. 2021-60 Approving ILA with YVCOG and Union Gap:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-60 approving an Interlocal Agreement with YVCOG and Union Gap for Administration and development of a housing action plan. Motion carried unanimously.*

**Vote on Resolution No. 2021-61 Approving ILA with Yakima County for Tech Services:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2021-61 approving an Interlocal Agreement between City of Zillah and Yakima County Technology Services. Motion carried unanimously.*

**Vote on Resolution No. 2021-62 Approving Specific Project Agreement with Toppenish:** *Mr. Stewart moved, seconded by Mr. Argo to approve Resolution No. 2021-62 approving a Specific Project Agreement between City of Zillah and City of Toppenish for temporary sharing of personnel. Motion carried unanimously.*

**Vote on Ordinance No. 1532 Amending Ordinance No. 1291/Hearing Examiner:** *Mr. Argo moved, seconded by Mr. Williams to approve Ordinance No. 1532 amending Ordinance No. 1291. Motion carried unanimously.*

**Vote on Resolution No. 2021-63 Approving Contract with Bill Hordan:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2021-63 approving a Contract for Professional Services with Bill Hordan. Motion carried unanimously.*

**Vote on Resolution No. 2021-64 Approving Contract with Patrick Spurgin:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-64 approving a Contract for Professional Services with Patrick Spurgin. Motion carried unanimously.*

**Vote on Resolution No. 2021-65 Approving Task Order No. 2021-05 with HLA:** *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2021-65 approving Task Order No. 2021-05 with HLA for work on the Splash Park Facility. Motion carried unanimously.*

**Vote on Resolution No. 2021-66 Approving Fuel Tax Agreement with TIB for Overlay Project:** *Mr. Stewart moved, seconded by Mr. Argo to approve Resolution No. 2021-66 approving a Fuel Tax Agreement for Project No. 2-E-947 (004)-1. Motion carried, Abstain: Stewart, Yes: Husted, Gonzales, Williams and Argo.*

**Vote on Resolution No. 2021-67 Approving Extension on Interfund Loan:** *Mr. Argo moved, seconded by Mr. Williams to approve Resolution No. 2021-67 authorizing an extension of an Interfund Loan authorized through Resolution No. 2019-60. Motion carried unanimously.*

**Vote on Ordinance No. 1533/2021 Budget Amendments:** *Mr. Williams moved, seconded by Ms. Gonzales to approve Ordinance No. 1533 approving 2021 Budget Amendments. Motion carried unanimously.*

**Vote on Resolution No. 2021-68 Establishing 2022 Irrigation Rates:** *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-68 establishing the 2022 Irrigation Rates. Motion carried unanimously.*

**Vote on Ordinance No. 1534 Establishing 2022 Water Rates:** *Ms. Husted moved, seconded by Mr. Stewart to approve Ordinance No. 1534 establishing Water Rates for 2022. Motion carried unanimously.*

**Vote on Restricted Fund Uses for 2022:** *Mr. Stewart moved, seconded by Mr. Argo to approve the list of expenditures for 2022, out of the Hotel/Motel Tax Fund, Excise Tax Fund and the supporting documentation provided in the Budget Summary Packet. Motion carried unanimously.*

**Vote on Ordinance No. 1535 Adopting the 2022 Budget:** *Mr. Argo moved, seconded by Mr. Williams to approve Ordinance No. 1535 adopting the 2022 Budget. Motion carried unanimously.*

*Mayor Carmack thanked Ms. Bounds for all of the work on the budget. Ms. Bounds stated it is a team effort.*

#### ADJOURNMENT

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



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor