

City of Zillah
Study Minutes
Telephonic Meeting
February 1, 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 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

- A. Review minutes of Study Session Meeting dated January 19, 2021.
- B. Review minutes of Council Meeting dated January 19, 2021.
- C. Review claim voucher numbers 53877 to 53931 dated February 1, 2021, in the amount of \$95,085.33.
- D. Review payroll voucher numbers 34152 to 34162 dated January 29, 2021, in the amount of \$113,711.80.
- E. Review Liquor License for Daniels Kitchen
- F. Review voided check number 53864

NEW BUSINESS

Review Resolution No. 2021-05 Adopting Policy No. 2021-02/Collection: Ms. Bounds explained this policy establishes guidelines for collection and enforcement of utility bills for those customers who have fallen behind during the COVID pandemic. The city will encourage delinquent customers to get on a payment plan now but once the restrictions on imposing penalties and doing shut-off's are lifted, it will be mandatory for them to contact the city within 30 days to set up a payment plan.

Review Resolution No. 2021-06 Adopting Policy No. 2021-03/Financial: Ms. Bounds explained that the auditors made a recommendation after their last audit that the city establish written policy or procedure to ensure consistency when changes are made to employee banking information. Language was added to the financial policy to address the recommendation.

Review Resolution No. 2021-07 Adopting Policy No. 2021-04/Fire Department: Chief Stonemetz provided information about the policy explaining that it establishes guidelines for illness, injury and medical conditions including pregnancy for the volunteer fire department.

Review Resolution No. 2021-08 Awarding Construction Contract: Ms. Bounds reported that a bid opening was held last Tuesday for the Merclyn Overlay Project. Six (6) bids were received with Granite being the low bidder. Staff is recommending award of construction to Granite.

Review Resolution No. 2021-09/Surplus: Ms. Bounds explained that the items on the resolution were submitted for surplus. Chief Quantrell said they are older repeater/radio equipment from vehicles. They may be sold to another agency or at the sale that's been scheduled for February 19th.

MAYOR'S REPORT

Mayor Carmack mentioned that Deana Ford's son was in an ATV accident recently and is in Harborview hospital. Well wishes were extended.

Mayor Carmack explained that he and staff have been working with the engineer on the landscaping options for the Vintage Valley Parkway project. They have eliminated a great deal of plantings and now plan to do mostly rock, boulders and decorative trees. It should save on the budget. Monies left over would go to the next agency in line for funding. Ms. Gonzales stated that she appreciates the Mayor's perspective on that, wanting to save money rather than spend it just because we can.

COUNCIL/STAFF REPORTS

Police Department: Chief Quantrell stated that his office is currently licensing dogs and encourages people to come in and renew their licenses.

Public Works Department: The bump on 5th street will be repaired when they are able to get asphalt. Cascade Gas will also complete their work on Carlsonia once the batch plants are up.

Building/Planning: Ms. Steele provided updates to recent building activity. Dollar General is stocking their store and putting the final touches on. They may be opened by 2/5. Chief hops project should begin work outside again soon. The new mini storage on Cheyne and Golden will soon be under construction. The restaurant on Cheyne is currently under construction. Her department recently signed off on the final C/O for ZHS.

AJOURNMENT

The meeting was adjourned at 6:24 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 let 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. 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 January 19, 2021.
- B. Approve minutes of Council Meeting dated January 19, 2021.
- C. Approve claim voucher numbers 53877 to 53931 dated February 1, 2021, in the amount of \$95,085.33.
- D. Approve payroll voucher numbers 34152 to 34162 dated January 29, 2021, in the amount of \$113,711.80.
- E. Approve Liquor License for Daniels Kitchen
- F. Approve voided check number 53864

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2021-05 Adopting Policy No. 2021-02/Collection: *Mr. Williams moved, seconded by Ms. Gonzales to approve Policy No. 2021-02 for Emergency Collection and Enforcement of Utility Bills. Motion carried unanimously.*

Vote on Resolution No. 2021-06 Adopting Policy No. 2021-03/Financial: Ms. Gonzales moved, seconded by Ms. Husted to approve Policy No. 2021-03 approving Financial Policy No. 2021-03. Motion carried unanimously.

Vote on Resolution No. 2021-07 Adopting Policy No. 2021-04/Fire Department: Ms. Husted moved, seconded by Mr. Stewart to approve Policy No. 2021-04 approving Financial Policy No. 2021-04 providing guidelines relating to illness, injury, and medical conditions including pregnancy for the volunteer fire department. Motion carried unanimously.

Vote on Resolution No. 2021-08 Awarding Construction Contract: Mr. Stewart moved, seconded by Mr. Miles to Award a Construction Contract for the Third Avenue Sidewalk Improvements Project to Granite Construction Company. Motion carried unanimously.

Vote on Resolution No. 2021-09/Surplus: Mr. Miles moved, seconded by Mr. Williams that city council declare certain items of personal property as surplus. Motion carried unanimously.

AJOURNMENT

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



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor