

City of Zillah
Study Session Minutes
Telephonic Meeting
May 17, 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 6:01 p.m.

ROLL CALL

The following were:

Present: Mayor Scott Carmack, Councilmembers Doug Stewart, Beth Husted, Janice Gonzales and Brian Williams

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 May 5, 2021.
- B. Review minutes of Council Meeting dated May 5, 2021.
- C. Review claim voucher numbers 54236 to 54289 dated May 17, 2021, in the amount of \$456,028.45.
- D. Review payroll voucher numbers 34217 to 34225 dated May 15, 2021, in the amount of \$83,200.75.
- E. Review Voided Check No. 54235
- F. Review Liquor License for Chevron West, La Placita and Devin Shell
- G. Review Monthly Close-Out Report dated April 30, 2021.

NEW BUSINESS

Review Resolution No. 2021-20 Approving Use Agreement with Yakima County: Ms. Bounds explained that this agreement is with Yakima County for a permanent ballot box to be installed at city hall. Responsibilities of both parties are outlined in the agreement. The city will pour a pad in the location decided upon and the county will install the box.

Review Ordinance No. 1522 approving 2021 Budget Amendments: Ms. Bounds provided information about the budget amendments and answered questions.

Review Resolution No. 2021-21 Approving Change Order No. 1-Merclyn Overlay Project: Mr. Simmons explained that additional work was added to the project on Leland and Edson streets and that will be paid out of TBD funds.

Review Resolution No. 2021-22 Approving Change Order No. 2-Vintage Valley Parkway Expansion Project: Ms. Bounds provided information about the change order explaining that this has taken a great deal of time and negotiation with the contractor to add the amenities to the project such as landscaping, water fountain, etc. This has been approved by our Certified Acceptance Agency (CA) which is Yakima County.

Review Ordinance No. 1523 Changing time of Planning Commission Meetings: Ms. Steele explained that Planning Commission requested their meetings to be changed from 7:00 p.m. to 6:00 p.m. That was agreeable with council.

Review Resolution No. 2021-23 Approving Agreements with Watchguard Video Inc.: Chief Quantrell provided information about and explained that this updates and adds to the current video system including body cams and car cameras for his department.

Review Ordinance No. 1524 Revising Regulations for Developer Fees: Mayor Carmack explained that he met with the Public Works Committee recently to review the comparatives from other cities. Mr. Stewart reported that the committee is recommending to remove the parks fees from commercial development but to increase the fees slightly, starting in 2022. Discussion was held and Ms. Gonzales stated she was ok with the changes after the comparison and just wanted to assure the city had justification supporting their decision when changing the fees.

Review Resolution No. 2021-24 Approving Duty Related Firearm Purchase Contract-Olivas: Chief Quantrell provided information about the firearm and agreement. Ms. Bounds explained that she consulted the auditor's office and incorporated changes that were necessary after receiving their input. This agreement is for Officer Olivas.

Review Resolution No. 2021-25 Approving Duty Related Firearm Purchase Contract-Giles: This agreement is for Officer Giles and is the same as the prior agreement.

Review Ordinance No. 1525 Establishing Cemetery Fees: Ms. Bounds explained that the fee for a galvanized vase was added to the list of fees.

MAYOR'S REPORT

Mayor Carmack explained that he along with city staff attended the YVCOG training last Thursday about Robert's Rules of Order. He invited everyone to participate in the next two trainings the upcoming Thursdays.

Mayor Carmack reported that he recently received a complaint about an ADA ramp on the corner of First Avenue and 6th Street. He has asked Mr. Simmons to make some changes to accommodate better use by those in a wheelchair.

COUNCIL/STAFF REPORTS

Public Works Department: Mr. Simmons reported on the Vintage Valley project and the overlay projects currently underway. He also stated he is putting up the Stadelman directional signage.


Building/Planning: Ms. Steele provided information about the most recent building activities and said she is working on the 6 year Transportation Improvement Plan (TIP). The Burger King Project should be completed at the end of June.

Thanks was extended to Merry Daley for planting the flower pots around town.

AJOURNMENT

The meeting was adjourned at 6:30 p.m.


Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor

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City Council Minutes
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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 and Brian Williams

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. Williams moved, seconded by Ms. Gonzales to approve the Consent Agenda, items A through G as follows:

- A. Approve minutes of Study Session Meeting dated May 5, 2021.
- B. Approve minutes of Council Meeting dated May 5, 2021.
- C. Approve claim voucher numbers 54236 to 54289 dated May 17, 2021, in the amount of \$456,028.45.
- D. Approve payroll voucher numbers 34217 to 34225 dated May 15, 2021, in the amount of \$83,200.75.
- E. Approve Voided Check No. 54235
- F. Approve Liquor License for Chevron West, La Placita and Devin Shell
- G. Approve Monthly Close-Out Report dated April 30, 2021.

Motion carried unanimously.

NEW BUSINESS

Vote on Resolution No. 2021-20 Approving Use Agreement with Yakima County: *Ms. Gonzales moved, seconded by Ms. Husted to approve Resolution No. 2021-20 Approving a Ballot Drop Box Use Agreement with Yakima County. Motion carried unanimously.*

Vote on Ordinance No. 1522 approving 2021 Budget Amendments: *Ms. Husted moved, seconded by Mr. Stewart to approve Ordinance No. 1522 Approving 2021 Budget Amendments. Motion carried unanimously.*

Vote on Resolution No. 2021-21 Approving Change Order No. 1-Merclyn Overlay Project: *Mr. Stewart moved, seconded by Mr. Williams to approve Resolution No. 2021-21 Approving Change Order No. 1 for the Merclyn Overlay Project and to spend TBD funds for the additional work. Motion carried unanimously.*

Vote on Resolution No. 2021-22 Approving Change Order No. 2-Vintage Valley Parkway Expansion Project: *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2021-22 Approving Change Order No. 2 for the Vintage Valley Parkway Extension Project. Motion carried unanimously.*

Vote on Ordinance No. 1523 Changing time of Planning Commission Meetings: *Ms. Gonzales moved, seconded by Ms. Husted to approve Ordinance No. 1523 Changing the time of the Planning Commission meeting from 7:00 p.m. to 6:00 p.m. Motion carried unanimously.*

Vote on Resolution No. 2021-23 Approving Agreements with Watchguard Video Inc.: *Ms. Husted moved, seconded by Mr. Stewart to approve Resolution No. 2021-23 Approving the agreements associated with upgrading and adding to video software, services, and equipment with Watchguard Video, Inc. Motion carried unanimously.*

Vote on Ordinance No. 1524 Revising Regulations for Developer Fees: *Mr. Stewart moved, seconded by Mr. Williams to approve Ordinance No. 1524 repealing and replacing Ordinance No's 1251 & 1417 relating to developer fees. Motion carried unanimously.*

Vote on Resolution No. 2021-24 Approving Duty Related Firearm Purchase Contract-Olivas: *Mr. Williams moved, seconded by Ms. Gonzales to approve Resolution No. 2021-24 Approving a Duty Related Firearm Purchase Contract with Jacob Olivas. Motion carried unanimously.*

Vote on Resolution No. 2021-25 Approving Duty Related Firearm Purchase Contract-Giles: *Ms. Gonzales moved, seconded by to approve Resolution No. 2021-25 Approving a Duty Related Firearm Purchase Contract with Andrew Giles. Motion carried unanimously.*

Vote on Ordinance No. 1525 Establishing Cemetery Fees: *Ms. Husted moved, seconded by Mr. Stewart to approve Ordinance No. 1525 Establishing a fee schedule for the Zillah City Cemetery. Motion carried unanimously.*

Ms. Gonzales pointed out some Robert's Rules of Order that need to be followed during the meetings and a brief discussion was held.

AJOURNMENT

The meeting was adjourned at 6:40 p.m.



Sharon Bounds, City Administrator



Dr. Scott Carmack, Mayor