

City of Zillah
Study Session Minutes
Hybrid Meeting
October 17, 2022

This meeting was available to be attended via ZOOM meeting

CALL TO ORDER

Mayor Carmack called the meeting to order at 6:00 p.m.

ROLL CALL

The following were:

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

Also Present: City Administrator Michael Grayum, Community Development Director Ardele Steele, Public Works Director John Simmons, and Police Chief Tim Quantrell

Absent: Fire Chief Paul Stonemetz and City Attorney James Carmody

CONSENT AGENDA

- A. Review minutes of the Study Session Meeting dated October 3, 2022.
- B. Review minutes of the Council Meeting dated October 3, 2022.
- C. Review claim voucher numbers 56135 to 56178 dated October 17, 2022, in the amount of \$129,678.38.
- D. Review payroll voucher numbers 34556 to 34561 dated October 14, 2022, in the amount of \$79,614.90.
- E. Review Monthly Close-Out Report dated September 30, 2022.

NEW BUSINESS

- A. Motel Tax Applicants: Presentations were made by LTAC applicants in attendance at the meeting. Presenters included the Yakima Valley Tourism about advertising and promoting community events in their annual publication, and the City of Zillah about proposals for tourism staffing and the establishment of wayfinding signs to promote local businesses,

- B. 2023 Yakima Valley Council of Governments Budget Presentation – Chris Wickenhagen: An overview of the dues for general membership and what is proposed for the establishment of the Local Crime Lab.
- C. Review Resolution No. 2022-42/Accepting the completed Chenaur Area Resurfacing and Downtown Sidewalk Improvements:
- D. Review Resolution No. 2022-43/Approving non-discrimination agreement with the Washington State Department of Transportation.
- E. Review Ordinance No. 1546 / Updating the Fee Schedule for the Zillah City Cemetery.
- F. Review Ordinance No. 1547/ Updating Garbage Collection Rates within the City of Zillah.
- G. Review Ordinance No. 1548/ 2023 Ad Valorem.
- H. Review 2023 Preliminary Budget: City Administrator Michael Grayum highlighted minor changes to the budget that was originally proposed, and the members of the Council Finance Committee provided updates from their first meeting and review of the budget. Mr. Grayum and the Finance Committee plan to meet more regularly.

VISITOR’S COMMENTS

None

COMMITTEE/COMMISSION REPORTS

None

MAYOR’S REPORT

None

COUNCIL/STAFF REPORTS

Mr. Michael Grayum, the City Administrator, provided the following updates to Council and the public on behalf of all City Departments:

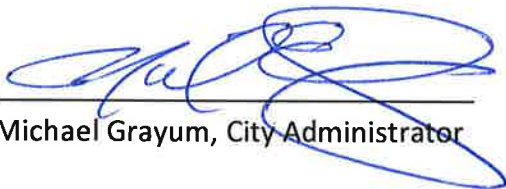
- Donations are being accepted for the Christmas Drive now through December 16th at City Hall.
- A cultural resources assessment is being conducted and a proposal to realign the power poles is under development to proceed with securing grant funding and the subsequent construction of the splash park.
- An update to the Water System Plan is required every six years and will be reviewed by the Planning Commission on November 8 and City Council on November 21.

- The city is hosting a kickoff meeting for the Downtown Revitalization Plan. Staff and consulting partners will meet on Monday, 10/24 at 10AM. We are developing a public participation plan that will be shared with the Council and the community at a future date.
- October is Breast Cancer Awareness Month and Chief Quantrell highlighted how the Zillah Police Department created patches outlined in pink as a fundraiser to raise funds for women to have medical exams. Chief Quantrell shared the patches with the Council.
- The three remaining issues to be resolved and completed by the General Contractor of the Vintage Valley Parkway Project are now deemed complete. 12 dead trees have been replaced and the flagpole damage was repaired and painted. Mitigation will be provided by Granite for the ongoing issues with the manhole covers not being properly sealed. HLA will send the final report for Council to formally accept on 11/21 to allow time for Granite to submit paperwork. Scheduled to go to Council for formal closeout on 11/7.
- The city is hosting and convening a Vintage Valley Parkway grand opening/ribbon cutting on 11/1. Details will follow.

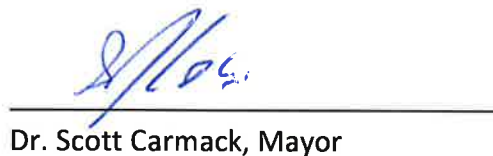
EXECUTIVE SESSION

ADJOURNMENT

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



Michael Grayum, City Administrator



Dr. Scott Carmack, Mayor

City of Zillah
City Council Minutes
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CALL TO ORDER

Mayor Carmack called the meeting to order at 6:42 PM.

PLEDGE OF ALLEGIANCE

Mayor Carmack led the pledge of allegiance.

ROLL CALL

The following were:

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

Also Present: City Administrator Michael Grayum, Community Development Director Ardele Steele, Public Works Director John Simmons, and Police Chief Tim Quantrell

Absent: Fire Chief Paul Stonemetz and City Attorney James Carmody

ADDITIONS/CORRECTIONS TO THE AGENDA

None

CONSENT AGENDA

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

- A. Review minutes of the Study Session Meeting dated October 3, 2022.
- B. Review minutes of the Council Meeting dated October 3, 2022.
- C. Review claim voucher numbers 56135 to 56178 dated October 17, 2022, in the amount of \$129,678.38.
- D. Review payroll voucher numbers 34556 to 34561 dated October 14, 2022, in the amount of \$79,614.90
- E. Review Monthly Close-Out Report dated September 30, 2022.

Motion carried unanimously.

PUBLIC HEARING

- A. **PUD 2020-27, ER 2020-25, and LP 2020-26 – Aguilar – Opened and Continued for 60 days:** *Community Development Director Ardele Steele provided background information. The public hearing was opened at 6:43PM and will remain open for 60-days. There was no public comment.*
- B. **2023 Ad Valorem:** *City Administrator Grayum informed the Council that a Public Hearing is necessary for Council to consider fixing the Property Tax levy rate for 2023 with the 1% increase allowed by the Washington Legislature. This Ordinance is approved each year to levy and collect property taxes, which is integral to sustainably funding city services and personnel. The property tax allocation for the City of Zillah in 2023 is approximately \$583,500. This includes the proposed 1% increase, which is \$5,700. The public hearing was opened at 6:43 PM. There was no public comment. The hearing was closed at 6:43 PM.*

OLD BUSINESS

None

NEW BUSINESS

- A. **Vote on 2023 YVCOG Budget:** *Mr. Williams moved, seconded by Ms. Gonzales, for the City Council to approve the 2023 YVCOG Budget as presented. Support was expressed for the YVCOG dues. Skepticism was expressed for the role of YVCOG in administering the Local Crime Lab and potential for increased costs in the future. The vote motion failed.*
- B. **Vote on Resolution No. 2022-42/Accepting the completed Chenaur Area Resurfacing and Downtown Sidewalk Improvements:** *Ms. Gonzales moved, seconded by Ms. Husted, for the City Council approve Resolution No. 2022-42 Accepting the Chenaur Area Resurfacing and Downtown Sidewalk Improvement Project as Complete. The motion passed unanimously.*
- C. **Vote on Resolution No. 2022-43/Approving non-discrimination agreement with the Washington State Department of Transportation:** *Ms. Husted moved, seconded by Mr. Stewart, for the City Council to approve Resolution No. 2022-43 approving a Non-Discrimination Agreement with WSDOT agreeing with terms of the Title VI Program. The motion passed unanimously.*
- D. **Vote on Ordinance No. 1546 / Updating the Fee Schedule for the Zillah City Cemetery:** *Mr. Stewart moved, seconded by Mr. Argo, for the City Council to approve Ordinance No. 1546 Establishing a Fee Schedule for the Zillah City Cemetery. The motion passed unanimously.*
- E. **Vote on Ordinance No. 1547/ Updating Garbage Collection Rates within the City of Zillah:** *Mr. Argo moved, seconded by Mr. Williams, for the City Council to approve Ordinance No. 1547 establishing garbage collection rates effective January 1, 2023. The motion passed unanimously.*
- F. **Vote on Ordinance No. 1548/ 2023 Ad Valorem:** *Mr. Williams moved, seconded by Ms. Gonzales, for the City Council to approve Ordinance No. 1548 approving 2023 Property Taxes. The motion passed unanimously.*

VISITOR'S COMMENTS

Mr. Jay Spulock, Chamber President, provided an updated on the request for Motel Tax revenue to fund the Chamber's website and contract with the Hunt Group.

COMMITTEE/COMMISSION REPORTS

None

MAYOR'S REPORT

None

COUNCIL/STAFF REPORTS


City Administrator Michael Grayum provided a staff report during the Study Session and there were no follow-up questions during the City Council meeting.

EXECUTIVE SESSION


None

ADJOURNMENT

The meeting was adjourned at 6:56 p.m.



Michael Grayum, City Administrator



Dr. Scott Carmack, Mayor