

City of Zillah
Study Session Minutes
Hybrid Meeting
October 3, 2022

This meeting was available to be attended via ZOOM meeting

CALL TO ORDER

Mayor Pro-tem Janice Gonzales called the meeting to order at 6:00 p.m.

ROLL CALL

The following were:

Present: Councilmembers Doug Stewart, Janice Gonzales, Brian Williams, and Wes Argo

Also Present: City Administrator Michael Grayum, Community Development Director Ardele Steele, Fire Chief Paul Stonemetz, City Attorney James Carmody, and Police Chief Tim Quantrell

Absent: Mayor Scott Carmack, Councilmember Beth Husted, and Public Works Director John Simmons

CONSENT AGENDA

- A. Review minutes of the Study Session Meeting dated September 19, 2022.
- B. Review minutes of the Council Meeting dated September 19, 2022.
- C. Review claim voucher numbers 56091 to 56134 dated October 3, 2022, in the amount of \$32,871.15.
- D. Review payroll voucher numbers 34548 to 34555 dated September 30, 2022, in the amount of \$122,951.53.
- E. Review Financial/Federal Audit Report.
- F. Review Monthly Close-Out Report dated August 31, 2022

NEW BUSINESS

A. Review Proclamation/2022 Fire Prevention Week: Chief Stonemetz spoke on the activities the city is participating in for Fire Prevention Week and highlighted actions people can do to increase safety in their homes and businesses.

B. Review Resolution No. 2021-41/Approving Vendor Agreement with YVFWC DBA Northwest Community Action Center: Ms. Gonzales on the need for the agreement to receive funds from the NW Action Center in case residents request assistance.

C. Review 2023 Preliminary Budget: City Administrator Michael Grayum reviewed the budget development schedule, provided highlights of the preliminary budget, and scheduled a meeting with the Council Finance Committee. City Administrator Michael Grayum emphasized the importance of maintaining a conservative and sustainable approach to managing the City's finances.

VISITOR'S COMMENTS

A. Hilary Woodyard from the Girl Scouts of Eastern Washington & Northern Idaho introduced the Troop members from 1833 and 4233. She appreciated the City of Zillah supporting the Scouts in opening the meeting by leading the pledge of allegiance at the City Council meeting and provided information about the 10th Anniversary of "Day of the Girl," where Scouts focus attention on the need to address the challenges girls face and to promote girls' empowerment.

COUNCIL/STAFF REPORTS

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

- A. The leadership team held its first meeting together as a full team since the retirement of Sharon Bound. The team is focused on working together to coordinate and plan the highest priority projects, policies, and agendas future Council meeting agendas.
- B. Department Directors were thoughtful and conservative in developing the budgets for their departments and City Administrator Grayum credited Shelli Quantrell for her tireless effort to create the balanced budget and pull it all together.
- C. The three remaining issues to be resolved and completed by the General Contractor of the Vintage Valley Parkway Project were identified with timelines for completion. Staff will bring the required paperwork for Council to formally close out the project at their first meeting in November and will schedule a ribbon-cutting ceremony with the public to celebrate the completion. The three remaining issues include: replacing

dead/damaged trees, painting scratches on the flagpole, and re-sealing nine of the 29 manholes on the road.


- D. City Administrator Grayum applauded Chief Quantrell and the Zillah Police Department for successfully apprehending the home invasion suspect. The suspect is in custody thanks to the dedicated work of Zillah's Police Officers and their effective coordination with neighboring police departments, the Regional Law Enforcement Task Force, and the Washington State Patrol.
- E. The City finalized and submitted two applications for the funds Yakima County received from the federal American Rescue Plan Act of 2021. The City prioritized the purchase and installation of new water meters for all Zillah residents and businesses, as well as investments to allow for more volume and capacity to flow through our system. The proposals are both local and regionally focused and are aimed at saving money for our ratepayers.
- F. 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.
- G. The City of Zillah is celebrating the 100th anniversary of Fire Prevention Week with a Mayoral Proclamation and several public education and awareness events about making an escape plan in the event of a home fire and the importance of maintaining smoke alarms at your home and business.

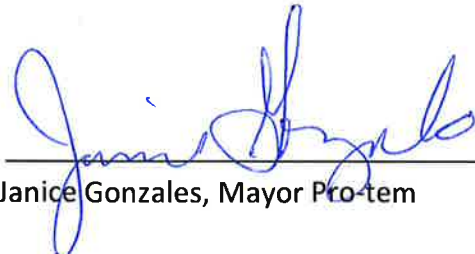
Ms. Gonzales acknowledged this was the first meeting with Michael Grayum as the new City Administrator. She welcomed him, expressed how happy she was with his arrival, and conveyed excitement for the opportunities ahead.

Mr. Argo identified the claim voucher numbers and payroll voucher numbers were omitted in the electronic file. Council reviewed the paper version of those documents provided in the packet of meeting materials.

ADJOURNMENT

The meeting was adjourned at 6:13 p.m.


Michael Grayum, City Administrator

 10/25/22
Janice Gonzales, Mayor Pro-tem

City of Zillah
City Council Minutes
Hybrid Meeting
October 3, 2022

This meeting was available to be attended via ZOOM meeting

CALL TO ORDER

Mayor Pro-tem Janice Gonzales called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Girl Scouts of Eastern Washington & Northern Idaho, Troops 1833 and 4233, led the Pledge of Allegiance and provided information about the 10th Anniversary of “Day of the Girl,” where Scouts focus attention on the need to address the challenges girls face and to promote girls' empowerment.

ROLL CALL

The following were:

Present: Councilmembers Doug Stewart, Janice Gonzales, Brian Williams, and Wes Argo

Also Present: City Administrator Michael Grayum, Community Development Director Ardele Steele, Fire Chief Paul Stonemetz, City Attorney James Carmody, and Police Chief Tim Quantrell

Absent: Mayor Scott Carmack, Councilmember Beth Husted, and Public Works Director John Simmons

ADDITIONS/CORRECTIONS TO THE AGENDA

Mr. Williams moved, and Mr. Stewart seconded to add Item C to review the 2023 Preliminary Budget to the Agenda. Motion carried unanimously.

CONSENT AGENDA

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

- A. Review minutes of the Study Session Meeting dated September 19, 2022.
- B. Review minutes of the Council Meeting dated September 19, 2022.
- C. Review claim voucher numbers 56091 to 56134 dated October 3, 2022, in the amount of \$32,871.15.
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- E. Review Financial/Federal Audit Report.
- F. Review Monthly Close-Out Report dated August 31, 2022

Motion carried unanimously.

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

A. Vote on Proclamation/2022 Fire Prevention Week: *Ms. Gonzales read the Proclamation. Mr. Williams moved, seconded by Mr. Stewart, for the City Council to approve the Proclamation designating the week of October 9-15, 2022, as Fire Prevention week. Motion carried unanimously.*

B. Vote on Resolution No. 2022-41/Approving Vendor Agreement with YVFWC DBA Northwest Community Action Center: *A correction was noted in the Council meeting agenda, and it was clarified 2022-41 was the correct number of the Resolution. Mr. Stewart moved, seconded by Ms. Husted, for the City Council to approve Resolution No. 2022-41 approving a Vendor Agreement with Northwest Community Action Center. Motion carried unanimously.*

C. Presentation and Review 2023 Preliminary Budget: *City Administrator Michael Grayum credited Shelli Quantrell for all her work to produce the budget. He also credited the management team for taking a conservative, fiscally responsible approach to budgeting for expenses in 2023.*

Mr. Grayum highlighted the projected ending fund balances of approximately \$31,000 and noted it will change as more data is added from various rates and fee projections the city has yet to receive. Mr. Grayum reviewed the budget development schedule, provided highlights of the preliminary budget, and scheduling a meeting with the Council Finance Committee. He emphasized the city would invest one-time funding on one-time expenses, like capital investments, and ongoing funding on ongoing investments, like personnel. The city will also place a greater emphasis on economic development to support existing businesses and attract new ones, which directly correlates to maintaining and sustainably enhancing our quality services, personnel, and infrastructure.

Mr. Grayum shared a priority he would be leading with Department Directors to create a long-term revenue forecast beyond the one-year approach the city currently utilizes. The goal is provided additional resources and perspectives to help guide the city in budget decision-making.

VISITOR'S COMMENTS

Mr. Jay Spurlock highlighted activities from the Chamber.

Ms. Gonzales acknowledged this was the first meeting with Michael Grayum as the new City Administrator. She welcomed him, expressed how happy she was with his arrival, and conveyed excitement for opportunities ahead.

COUNCIL/STAFF REPORTS

Mr. Grayum highlighted the projected ending fund balances of approximately \$31,000 and noted it will change as more data is added from various rates and fees.

City Administrator Grayum provided a staff report during the Study Session.


Mr. James Carmody welcomed Mr. Grayum to the City.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.


Michael Grayum, City Administrator

 10/25/22
Janice Gonzales, Mayor Pro-tem