



Minutes of the Arlington City Council Zoom Workshop

Monday, April 26, 2021

Councilmembers Present: Mike Hopson, Marilyn Oertle, Debora Nelson, Don Vanney, Jan Schuette, Jessica Stickles and Michele Blythe.

Council Members Absent: None.

Staff Present: Mayor Barb Tolbert, Paul Ellis, James Trefry, Bryan Terry, Kristin Garcia, Jim Kelly, Marc Hayes, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

Also Known to be Present: Heather Logan and (7) Seven YouTube viewers.

Mayor Barb Tolbert called the meeting to order at 7:00 pm, and the Pledge of Allegiance and roll call followed.

APPROVAL OF THE AGENDA

Mayor Pro Tem Jessica Stickles moved to approve the agenda as presented. Councilmember Marilyn Oertle seconded the motion, which passed with a unanimous vote.

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

None.

WORKSHOP ITEMS - NO ACTION WAS TAKEN

Distribution Easement with PUD No. 1 of Snohomish County and Ziplly Fiber; and Utility Easement with Cascade Natural Gas Corporation

City Attorney Steve Peiffle reviewed the Distribution Easement with PUD No. 1 of Snohomish County and Northwest Fiber, LLC, a Delaware limited liability company, dba Ziplly Fiber; and Utility Easement with Cascade Natural Gas Corporation.

In conjunction with the SMARTCAP development on the Arlington Airport, the City was asked to grant two easements in favor of utility providers (PUD, Ziplly Fiber and Cascade Natural Gas). Due to construction scheduling, and after consulting with the City Attorney and City Administrator, the Mayor signed the two easements in order to avoid delays in construction and leasing. These were routine easement requests that a private developer would normally sign, but the City, as the property owner, must sign the easements. Council is being asked to ratify or approve the easements after the fact. [The City's purchasing policies contain provisions regarding the purchasing of easements but not the granting of easements; we will bring updated provisions to Council in May or June.] Discussion followed with Mr. Peiffle answering Council questions.

Budget Amendment Request for Laserfiche Consulting with Cities Digital Incorporated (CDI)

IT Director Bryan Terry reviewed a budget amendment request for Laserfiche consulting with Cities Digital Incorporated (CDI) for the purchase of a 100-hour block of consulting services with CDI and integration with the City's financial system, Caselle.

As part of the CARES Act funding, the City purchased Laserfiche for electronic document management and workflow processing. This project was not part of the IT department's 2021 work plan, and is competing with other priority projects. IT is requesting the support of Cities Digital to help develop the forms and workflows that are needed to ensure this platform is adopted and used. IT is also asking that CDI integrate the Laserfiche and Caselle environments to eliminate double entry of information into separate systems. Discussion followed with Mr. Terry answering Council questions.

Low Bid Award for the 2021 Utility Improvement and Pavement Preservation Project to Reece Construction Company

Public Works Director Jim Kelly reviewed the bid tabulation for the 2021 Utility Improvement and Pavement Preservation Project.

The City has planned capital improvement projects for the years 2018 - 2021 for the replacement of aged and failing water-sewer-storm infrastructure and to resurface roads in the same streets where utility improvements occur. The roads that get resurfaced are the ones listed in the Transportation Benefit District Pavement Preservation Plan.

The utility capital improvements and pavement preservation for year 2021 were advertised for bid in early April and bids were opened on April 15th. The certified low bidder is Reece Construction. Discussion followed with Mr. Kelly answering Council questions.

Utilities Consultant Prequalification for Design Consulting Services

Public Works Director Jim Kelly reviewed the utilities consultant prequalification for design consulting services.

Public Works staff issued a Request for Qualifications (RFQ) to consulting engineering firms with experience in utility design services for the preparation of engineering design plans, specifications, cost estimates, and construction bid documents for various utility projects for CIP years 2021 and 2022.

Arlington operates and maintains a utility system consisting of a Water Treatment Plant, Water Distribution System, Water Reclamation Facility, Sewer Collection System and Stormwater system. Arlington's Public Works Department identified needed utility system repairs and improvements in its 2021-2022 capital plan and budgeted for these projects accordingly.

Staff issued an RFQ seeking consulting engineering firms for services related to the preparation of design plans, specifications, cost estimates, and construction bid documents for 2021-2022 utility improvement projects. Seven qualification packages were received and five firms were deemed to have met needed qualifications and are being recommended for prequalification. Discussion followed with Mr. Kelly answering Council questions.

Resolution Adopting a Revised Fee Schedule

Community and Economic Development Director Marc Hayes reviewed a Resolution adopting an updated fee schedule.

Staff has prepared an update to the City's fee schedule. The fees included in the schedule cover all departments in the City, and address items not included in the Arlington Municipal Code.

The Council last updated the City's fee schedule in August 2020. Discussion followed with Mr. Hayes answering Council questions.

Transfer of the City of Arlington Library Building and Property to Sno-Isle Intercounty Rural Library District

Administrative Services Director / HR Director James Trefry reviewed the proposed transfer of the City of Arlington Library Building and Property to Sno-Isle Intercounty Rural Library District

The City of Arlington is considering transfer of its Library Building and Property to Sno-Isle Intercounty Rural Library District. The Transfer Agreement will shift responsibility for the funding of needed repairs and improvements to the building and adjacent parking lot to Sno-Isle and would facilitate the safe reopening of the building to the public.

As part of the Transfer Agreement, the City has the option to reacquire the building, should it de-annex from the District on or before June 1, 2041, subject to certain conditions and limitations.

On June 7, 1999, the City approved by Ordinance No. 1194 of the City Council, its intent to annex to the Sno-Isle Library District, finding that the public interest will be served thereby, pursuant to RCW 27.12.360 and RCW 27.12.370 and Sno-Isle's Board of Trustees did, on June 28, 1999, concur with the annexation subject to the terms and conditions in the Library Annexation Agreement entered into between the City and the District.

On September 14, 1999, a special election was held by which voters of the City approved annexation to the Library District, effective January 1, 2001.

Sno-Isle Library District currently provides library services to all residents of the City in the Arlington Library in the same manner as it provides services to all other residents of the District.

Pursuant to the current Annexation Agreement, Sno-Isle is responsible to provide all library services, including acquisition and maintenance of library collections and materials; staff to operate the facility as a library; tools and equipment necessary to operate the library, including, but not limited to, computers, office equipment, etc.; and custodial maintenance of the interior of the facility, including custodial supplies; and the Arlington Library is presently owned by the City and operated by the District to serve residents of the City and surrounding areas.

Pursuant to the current Annexation Agreement the City has the ongoing responsibility to maintain, repair and rehabilitate the interior and exterior of the Arlington Library, including such items as: carpet and wall repair and/or replacement; parking lot and landscaped grounds maintenance; property insurance; repair and maintenance of roof, plumbing, electrical, heating, cooling, waste water, and other mechanical systems. Discussion followed with Mr. Trefry answering Council questions.

Citizens' Salary Review Commission Decision

Administrative Services Director / HR Director James Trefry reviewed the Citizens' Salary Review Commission Decision. Heather Logan, Chair of the Commission joined Mr. Trefry.

The City of Arlington's Citizens' Salary Review Commission has completed its work for 2021 and filed its compensation decision with the Arlington City Clerk. The notice specifies changes to the Mayor and Council salaries on July 1, 2021, January 1, 2022, and January 1, 2023, and eliminates per meeting compensation as of July 1, 2021. Recommendations were also made to encourage Council to take action through resolution to offer benefit access at different premium contribution levels for the Mayor and Council positions. Finally, there is also a recommendation for the Council to adopt a uniform method to easily account for work they perform and meetings they attend on behalf of the City on a monthly basis. The Arlington Citizens' Salary Review Commission will meet again in 2023.

The Arlington City Council established the Citizens' Salary Review Commission in January 2015 to set the salaries and per diem reimbursements for the city's elected officials. Since its formation, the Commission has focused its work on basing salaries and per diem reimbursement of elected officials on realistic standards so that elected officials of the city may be paid according to the duties of their offices, and so that citizens of the highest quality may be attracted to public service. Discussion followed with Mr. Trefry and Ms. Logan answering Council questions.

March Financial Report

Finance Director Kristin Garcia reviewed the March 2021 Financial Report. Discussion followed with Ms. Garcia answering Council questions.

ADMINISTRATOR AND STAFF REPORTS

City Administrator Paul Ellis had no report this evening.

Community and Economic Development Director Marc Hayes stated that Amazon (Project Roxy) is now under full construction.

Mr. Hayes stated that the construction of the first building of NorthPoint Development, is located in Marysville, and has the same truck route as the Amazon trucks. Mr. Hayes will meet tomorrow with NorthPoint for further discussion. The City has an agreement with Panattoni Development for the Amazon construction haul route, and he would like the City of Marysville to follow suit with developers to follow a haul agreement, in order to reduce 172nd Street congestion. Mayor Tolbert stated that an Ordinance will be coming to Council in the near future regarding Marysville's use of Arlington streets for hauling.

Mr. Hayes is waiting for Smokey Point Community Church's decision regarding the City's possible purchase of church property for the proposed future site of Smokey Point Community Park.

Mr. Hayes additionally stated that Community and Economic Development is undergoing an internal reorganization with a proposal for two new positions – Planning Manager and Planner I. Staff requests will be brought forward to Council with a budget amendment.

MAYOR'S REPORT

None.

COMMENTS FROM COUNCILMEMBERS

Councilmember Oertle attended an Arbor Day tree planting of five trees at Quake Field with staff and PARC members.

Councilmember Oertle further stated that she and PARC Member Steve Maisch met with Airport Director Dave Ryan and Operations Manager Marty Wray to discuss the placement of observation signs on the Airport Trail.

Councilmember Hopson stated that police reform bills have passed through legislature, and inquired whether the police department's policy manual should be amended to reflect the state's changes. City Attorney Steve Peiffle stated that he will discuss this matter with Chief Ventura. Lexipol is the third party provider of the policy manual.

COUNCILMEMBER REPORTS

None.

PUBLIC COMMENT

None.

REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING

Council discussed and agreed to place the following items on the Consent Agenda for the May 3, 2021 Council meeting:

1. Distribution Easement with PUD No. 1 of Snohomish County and Ziply Fiber; and Utility Easement with Cascade Natural Gas Corporation
4. Utilities Consultant Pre-Qualification for Design Consulting Services

EXECUTIVE SESSION

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:24 p.m.


Barbara Tolbert, Mayor