



Minutes of the Arlington City Council Zoom Workshop

May 10, 2021

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

Council Members Absent: None.

Staff Present: Mayor Barb Tolbert, Paul Ellis, James Trefry, Kristin Garcia, Jonathan Ventura, Marc Hayes, Jim Kelly, City Attorney Steve Peiffle, Bryan Terry, and Ashleigh Scott.

Also Known to be Present: 17 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 Jesica 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.

PROCLAMATION

Councilmember Marilyn Oertle read the National Police Week Proclamation.

WORKSHOP ITEMS – NO ACTION WAS TAKEN

Change Order #2 for Fire Station 48

City Administrator Paul Ellis reviewed the Change Order #2 for Fire Station 48. Change Order #2 addresses unforeseen items that were encountered during construction, as listed on the Change Order Proposal Log. The total of all changes in Change Order #2 is \$47,575.18. These funds will be taken from the project contingency at 10% of the construction cost. The project is currently about 56% complete.

The City of Arlington began construction of Fire Station 48 in September of 2020, and is scheduled to be substantially completed by August 31, 2021. Discussion followed with Mr. Ellis answering Council questions.

Resolution Declaring Used Information Technology Equipment as Surplus

Finance Director Kristin Garcia reviewed the resolution authorizing the sale of surplus Information Technology (IT) equipment.

The Finance Department is asking Council to approve a Resolution declaring used Information Technology equipment as surplus and authorizing their sale. This resolution would authorize the technology equipment to be declared as surplus and sold, as needed, in lieu of bringing a formal list to Council every time equipment is determined to be obsolete. Due to the volume of equipment replaced on a regular basis, it is more efficient to have an authorizing resolution in place so assets can be disposed of when needed. The Information Technology Department performs an annual inventory of all technology equipment, and makes a determination if the equipment is obsolete and no longer of value. The new resolution added an additional step requiring the Finance Director or City Administrator to review and sign off on any equipment declared as surplus.

In May of 2009, Resolution No. 786 was originally approved by Council authorizing annual technology equipment be declared surplus without requesting Council approve each piece of equipment deemed obsolete. Staff recommends an updated resolution with the current Mayor and Council approval. Discussion followed with Ms. Garcia answering Council questions.

Change Order #4 for 204th Street Roundabout

Public Works Director James Kelly reviewed Change Order #4 for the 204th Street Roundabout. Change Orders #1-3 have all been small enough to not require Council approval.

The 204th Roundabout Project is complete and the final construction quantifies tabulated; an increase in several line items requires a Change Order #4 to the contract. During construction, unsuitable soil was encountered which required unplanned excavation and additional import of backfill. Also during construction, increased flagging was required to maintain business travel and maintain proper control of traffic. Discussion followed with Mr. Kelly answering Council questions.

A summary of the project budget with change orders is below:

204TH ROUNDABOUT	CO	AMOUNT COMMENTS
ORIGINAL CONTRACT	\$2,488,908.00	Original Contract 204 th Roundabout Construction
CO#1	\$1,507.25	Curb, Ductile, Pipe and Black Wall Substitutions
CO#2	\$13,105.95	Sidewalk, Hydrant, Hydro-Seeding and Pavement Markings
CO#3	\$2,660.00	Sign Size Revisions
CO#4	\$167,644.93	Gravel, Paving, Flagging
TOTAL	\$2,670,807.13	Revised Contract Final

Low Bid Award for 173rd Street, Phase 1

Public Works Director Jim Kelly reviewed the certified 173rd Street, Phase 1 Tabulation of Bids and award the project to low bidder.

The City has been planning for the installation of a new two-lane road, 173rd Street NE, between Smokey Point Blvd and Airport Blvd (51st Ave). This project was first identified in the City's 2005 Comprehensive Plan and procurement of needed right-of way started in 2010. Development delays and funding issues have required that the construction of this road be completed in a phased approach. The first phase of 173rd Street spans from Smokey Point Blvd on the west to approximately 100 feet past 40th Ave on the east. The project design is complete, and has been publically bid in early April with bids opened on April 22, 2021.

A total of nine bids were received with Reece Construction being the certified low bidder. Discussion followed with Mr. Kelly answering Council questions.

Supplement #1 to the SCJ Alliance Contract for Island Crossing

Public Works Director James Kelly reviewed Supplement #1 to the SCJ Alliance contract for the Island Crossing Roundabout design. This is a supplement to the existing contract with SCJ Alliance for the SR 530 Island Crossing Roundabout project.

The City awarded SCJ Alliance the design contract for the SR 530/Island Crossing Roundabout project in December of 2019. As the design progressed, additional services were needed for Intelligent Traffic Systems (ITS), Geotechnical investigation services, and Utility Design services. This additional work requires a contract supplement in the amount of \$40,375.00.

Initial Contract Amount \$ 266,025.00
Supplement #1 \$ 40,375.00
Revised Contract Amount \$ 306,400.00

Discussion followed with Mr. Kelly answering Council questions.

Resolution to Amend Cemetery Fee Schedule

Public Works Director James Kelly reviewed the Cemetery Board Memorandum of Recommendation Fee and Rule Changes and red lined Resolution. The Cemetery Board recommends changes to the Cemetery fees and rules.

Arlington Cemetery fees and rules are evaluated by the Cemetery Board with recommended changes forwarded to City Council for consideration. The last Cemetery fee and rule adjustment was in 2010. City staff and the Cemetery Board met on-line during this pandemic to evaluate the current Cemetery Fee schedule to make sure the fees adequately covered the cost for services and were comparable to nearby and similar cemeteries. During these same on-line meetings, the Cemetery Board also evaluated cemetery rules pertaining to service opening and closings in order to develop a structured service schedule that will better serve customers and meet City staff limitations. A memorandum containing the Cemetery Board 2021 recommended fee adjustment and rule changes was presented to Council for consideration. Discussion followed with Mr. Kelly answering Council questions.

Modification to Salary Schedule for Non-Represented Employees for 2021

Administrative Services Director James Trefry reviewed the modification to the salary schedule for non-represented employees for 2021. Job descriptions for Planning Manager and Enterprise Data and Technology Manager and proposed modifications to 2021 non-represented employees pay schedule documents were also reviewed by Community and Economic Development Director Marc Hayes and Public Works Director James Kelly.

Community and Economic Development and Human Resources are requesting a revision to the 2021 pay plan to add the new classifications of Planning Manager. Public Works and Human Resources are also requesting the new classification of Enterprise Data and Technology Manager. There is no requested change to the budget allocation for Community and Economic Development or Public Works.

The existing salary schedule was adopted on November 2, 2020 as part of the 2021/2022 Biennial Budget, and amended on April 19, 2021. Discussion followed with Administrative Services James Trefry answering Council questions.

ADMINISTRATOR AND STAFF REPORTS

None.

MAYOR'S REPORT

Mayor Tolbert stated she went to Arlington's opening day of the Farmer's Market last weekend. She also stated that plastic shields have been received for Council Chambers future in-person meetings. Mayor Tolbert thanked Councilmembers for quickly sending their ideas to her regarding the American Rescue Plan.

COMMENTS FROM COUNCILMEMBERS

None.

COUNCILMEMBER REPORTS

Councilmembers Jan Schuette and Debora Nelson provided brief updates, while Councilmembers Don Vanney, Marilyn Oertle, Jesica Stickles, Michele Blythe and Mike Hopson had nothing to report this evening.

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 17, 2021 Council meeting:

1. Change Order #2 for Fire Station 48
2. Resolution Declaring Used Information Technology Equipment as Surplus and Authorizing Their Sale
3. Change Order #4 for 204th Street Roundabout

EXECUTIVE SESSION

None.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:00 p.m.



Barbara Tolbert, Mayor

