



# Minutes of the Arlington City Council Special Meeting and Workshop

Council Chambers  
110 East 3rd Street  
Monday, June 13, 2022

**Councilmembers Present:** Don Vanney, Heather Logan, Debora Nelson, Marilyn Oertle, Jan Schuette, and Michele Blythe.

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, James Trefry, Jim Kelly, Jonathan Ventura, Tony Orr, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

**Also Known to be Present:** Judy Castanares, Don Castanares, Kathy Vanney, Bob Nelson, Mark Tingley.

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 Jan Schuette moved to approve the agenda as presented. Councilmember Debora Nelson seconded the motion, which passed with a unanimous vote.

## **INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS**

None.

## **SPECIAL MEETING – FINAL ACTION MAY BE TAKEN**

City Council interviewed 10 applicants Tuesday, June 7 for open Council Position No. 6. Councilmember Don Vanney made a motion to appoint Yvonne Gallardo-Van Ornam to the position, and Councilmember Debora Nelson seconded the motion. The motion passed unanimously.

The special meeting was adjourned at 7:02 p.m., and Mayor Tolbert opened the workshop at 7:02 p.m.

## **WORKSHOP ITEMS – NO ACTION WAS TAKEN**

### **Transportation Comprehensive Plan Contract with TranspoGroup**

Public Works Director Jim Kelly reviewed the Scope and Fee with TranspoGroup to update the City's Transportation Comprehensive Master Plan.

The preparation of a Transportation Comprehensive Plan (Transportation Element) is a required element of City's General Comprehensive Plan and a requirement by PSRC, in order for the City to receive transportation grant funds. The Transportation Comprehensive Plan must be consistent with, and help implement, the Land Use Element of the Comprehensive Plan.

The City last updated the Transportation Element in 2011, since then the City has grown significantly. The growing population and changes in the City's zoning result in a need, and provides an opportunity, to systematically evaluate the City's transportation system and plan for the future. This proposal provides for the presentation of a Transportation Comprehensive Plan that will be consistent with the all other City, county and regional Comprehensive plans. Discussion followed with Mr. Kelly answering Council questions.

**Waste Management NW Contract Renewal**

Public Works Director Jim Kelly reviewed the amended and restated contract for solid waste, recycling, and compostable organics collection and disposal between the City of Arlington and Waste Management Northwest. Marcy Manibusan from Waste Management was present.

Waste Management has provided exceptional and cost effective refuse, recycling, and composting services to the Arlington Community for over 20 years. They have been a good partner to the City. Discussion followed with Mr. Kelly and Ms. Manibusan answering Council questions.

**Murraysmith Contract Amendment #3**

Public Works Director Jim Kelly reviewed Amendment #3 to the Murraysmith South Cascade Industrial Center (CIC) Utilities Professional Services Agreement for additional electrical engineering and engineering services during construction to support the 51st Ave Urban Village.

In order to support the development in the CIC, the City contracted with Murraysmith for the planning and design to extend water, sewer, and communication trunk-line infrastructure improvements to the south side of SR-531 before the SR-531 widening project started. The City later entered into a partnership with the Outpost and Smokey Point developer for mutual work on the design and installation of trunk infrastructure to serve the South CIC area and his development (Amendment #1). Per the partnership, the City would design the needed trunk infrastructure improvements and the developer would construct.

This Amendment #3 will provide funding for additional electrical engineering and engineering services during construction that will exceed the current contract amount. This is the Project's final amendment. Discussion followed with Mr. Kelly answering Council questions.

**Personnel Policy Update**

City Administrator Paul Ellis reviewed an update to the City's Policy 504 to add Juneteenth as a paid city holiday.

In May of 2021, Governor Inslee added Juneteenth as a state holiday. Following that, Juneteenth was added to the City's two collective bargaining agreements as a paid holiday. This update of the City's Personnel Policy 504 will add Juneteenth as a paid holiday for non-represented staff. Discussion followed with Mr. Ellis answering Council questions.

**Modification to Salary Schedule for Non-Represented Employees**

Administrative Services Director James Trefry reviewed a modification to the salary schedule. Information Technology (IT) and Human Resources are requesting a revision to the 2022 Non-Represented pay plan to add the new classification of Information Security Compliance Manager, in a pay grade "O". It is also proposed it change the pay grade assignment of the IT Director classification from "P" to "Q". The unused IT Manager classification is proposed to be deleted from the salary schedule.

There is no requested change to the 2022 budget allocation for Information Technology. In the amended budget adopted in 2021 for 2022, an additional Systems Administrator II position was funded. It was subsequently determined that a different position with different functions was needed, and this new Information Security Compliance Manager position will take the place of the originally planned Systems Administrator II.

The existing salary schedule was originally adopted on November 2, 2020 as part of the 2021/2022 Biennial Budget and most recently amended April 4, 2022. Discussion followed with Mr. Trefry answering Council questions.

**ADMINISTRATOR AND STAFF REPORTS**

None.

**MAYOR'S REPORT**

None.

**COMMENTS FROM COUNCILMEMBERS**

Councilmember Debora Nelson thanked applicants who interviewed for the open Council position, and encouraged them to apply for commissions.

**COUNCILMEMBER REPORTS**

Councilmembers had nothing to report this evening.

**PUBLIC COMMENT**

None.

**REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING**

Councilmembers discussed and agreed to place two items on the consent agenda for the Tuesday, June 21, 2022 Council meeting.

- 3. Murraysmith Contract Amendment #3
- 4. Personnel Policy Update

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 7:38 p.m.



Barbara Tolbert, Mayor