



Minutes of the Arlington City Council Workshop and Special Meeting

Council Chambers
110 East 3rd Street
Monday, September 11, 2023

Councilmembers Present: Don Vanney, Debora Nelson, Marilyn Oertle, Jan Schuette, Michele Blythe, and Yvonne Gallardo-Van Ornam, Heather Logan, who joined with Zoom.

Council Members Absent: None.

Staff Present: Mayor Barb Tolbert, Paul Ellis, Jim Kelly, Marty Wray, Lorene Robinson, Tony Orr, Mike Gilbert, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

Also Known to be Present: Kathy Vanney, Steve Maisch, Holly Sloan-Buchanan.

Mayor Barb Tolbert called the meeting to order at 6:00 pm, and the Pledge of Allegiance and roll call followed. Mayor Tolbert asked for a moment of silence in remembrance of 9/11.

APPROVAL OF THE AGENDA

Mayor Pro Tem Jan Schuette 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

Sole Source Resolution for Airport On-Call Services

Operations Specialist Lorene Robinson reviewed an Airport staff request for City Council to approve a sole source professional services agreement with Airside Solutions, Inc. under a new contract for an additional three years. The Arlington Municipal Airport currently has a sole source professional services agreement with Airside Solutions, Inc. that expires in October. Staff would like to enter into a new contract with Airside Solutions, Inc. to inventory parts and to train city staff in airfield lighting testing and safety. Airside Solutions, Inc. is an airfield lighting supplier and contractor, and is the only supplier in Washington State. They are the only company that can provide airport construction, testing, and training services. Although there are other suppliers for this equipment in the country, they do not offer the training services as Airside Solutions, Inc. offers. This contract will be for an "as used" basis. Staff do not anticipate that the consulting services and training costs will exceed more than \$8,000 annually. Discussion followed with Ms. Robinson answering Council questions.

Amendment No. 1 for Haller Wellfield Improvement Project

Public Works Director Jim Kelly reviewed the scope and fee for Brown and Caldwell to provide 30-100% design documents for the Haller Well and Wellhouse site for the Haller Wellfield Improvement Project.

Public Works has been working for several years on securing and developing new water sources to ensure water availability for Arlington's future. In October 2021, the City entered into a contract with Brown and Caldwell to develop the plan for installing two new production wells at the Haller wellfield site and subsequent monitoring. The original contract has taken the design to 30% and received approval from the Department of Health, and the City is now ready to complete the design (30% to 100%) and prepare a construction package ready for bid. Discussion followed with Mr. Kelly answering Council questions.

Amendment No. 3 to SR-530 Roundabout Design

Public Works Director Jim Kelly reviewed the third amendment to the existing contract with SCJ Alliance for design of the SR-530 and Smokey Point Blvd roundabout.

The City of Arlington, Snohomish County, and the Stillaguamish Tribe of Indians partnered together to design and construct a roundabout at the intersection of SR-530 and Smokey Point Blvd. The City has taken the lead role in this partnership and entered into a contract with SCJ Alliance for design and permitting of the proposed roundabout. It was originally planned to obtain state funding for construction of this project; however, the state funding was not provided. The Stillaguamish Tribe applied for federal construction funds, and it appears that these funds will be awarded. The project needs to be updated to federal requirements, including obtaining a NEPA permit. The amendment #3 will update the design and complete the NEPA process to have a bid-ready package ready for public bid in early 2024.

Mayor Tolbert adjourned the workshop and opened the special meeting at 6:08 p.m.

SPECIAL MEETING – FINAL ACTION WAS TAKEN

Amendment No. 2 to Interlocal Cooperation Agreement

City Administrator Paul Ellis reviewed the Amended Renewal 2 of Interlocal Cooperation Agreement with Snohomish County for the U.S. Department of Housing and Urban Development (HUD) funding.

The 2021-2023 Interlocal Cooperation Agreement with Snohomish County is being renewed for Fiscal Years 2024-2026 (July 1, 2024, to June 30, 2027.) The programs include Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG).

The City of Arlington is part of an interlocal agreement for HUD Community Block Grant programs and funding. The county receives direct annual grants funding from HUD under these programs. The programs include Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG). The funds are used to support services and capital improvements in the cities and unincorporated areas as part of the interlocal agreement. Discussion followed with Mr. Ellis answering Council questions.

Mayor Pro Tem Jan Schuette moved, and Councilmember Marilyn Oertle seconded the motion to approve Amendment 2 of the Interlocal Cooperation Agreement with Snohomish County for the years 2024-2026 and authorized the Mayor to sign. The motion passed unanimously.

Mayor Tolbert closed the special meeting, and the workshop resumed at 6:12 p.m.

ADMINISTRATOR AND STAFF REPORTS

City Administrator Paul Ellis reminded Council about the upcoming fall budget retreat scheduled for Saturday, October 7. He stated that if Council would like, it could be moved to Friday, October 6 instead.

MAYOR'S REPORT

Mayor Tolbert thanked Finance Director Kristin Garcia for emailing the financial report to Councilmembers during the summer break.

COMMENTS FROM COUNCILMEMBERS

Councilmembers Debora Nelson and Michele Blythe discussed an impromptu cruise on Olympic Avenue that occurred Friday night.

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 put the following items on the consent agenda for the September 18, 2023 Council meeting:

1. Sole Source Resolution for Airport On-Call Services
3. Amendment No. 3 to SR-530 Roundabout Design

EXECUTIVE SESSION

None.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 6:23 p.m.


Barbara Tolbert, Mayor

