



# Minutes of the Arlington City Council ZOOM Workshop

September 13, 2021

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

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, James Trefry, Kristin Garcia, Jonathan Ventura, Jim Kelly, Sarah Lopez, Dave Ryan, Jonathan Ventura, City Attorney Steve Peiffle, Tony Orr, and Ashleigh Scott.

**Also Known to be Present:** Forty-seven YouTube viewers, Chris Damitio from WSDOT, Chad Schmidt, Eric Nordstrom, and Carson Raz.

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 Marilyn Oertle seconded the motion, which passed with a unanimous vote.

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

Public Works Director James Kelly introduced WSDOT Representative Chris Damitio, who provided a briefing on the SR 531 widening project from 43<sup>rd</sup> to 67<sup>th</sup> Avenue.

## **PROCLAMATION**

Councilmember Heather Logan read the Childhood Cancer Awareness Month proclamation.

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

### **Contract Update with Zachor, Stock and Krepps, Inc., P.S.**

City Administrator Paul Ellis reviewed the contract update with Zachor, Stock, and Krepps, Inc., P.S.

An update to the prosecutorial contract with Zachor, Stock, and Krepps, Inc., P.S. In section 15, language was added stating that the City expressly authorizes the assignment of the contract from Zachor and Thomas, Inc., P.S. to Zachor, Stock, and Krepps, Inc., P.S. The City of Arlington has been under contract with Zachor and Thomas, Inc., P.S. for many years. Discussion followed with Mr. Ellis answering Council questions.

**American Rescue Plan Act of 2021 Budget**

City Administrator Paul Ellis reviewed the American Rescue Plan Act of 2021 (ARPA) Grant Projects.

A budget summary outlined funds for the American Recovery Plan Act received by the City of Arlington, with total funding received in the amount of \$5,734,550. These funds are restricted to specific effects of COVID-19, and must be committed by 2024. The budget summary totals \$4,008,020 in total expenditures for 2021-2024. The remaining funds of \$1,726,530 will be reserved for other COVID related expenses that may present themselves before the end of the program. City Council is being asked to accept the ARPA funds in the amount of \$5,734,550, and approve the Budget Summary totaling \$4,008,020.00.

The U.S. Treasury fund issued Local Fiscal Recovery Funds to cities, counties and states as part of the American Rescue Plan Act, to assist with the economic and public health concerns of COVID-19. The City of Arlington is not designated as a direct receiver, and received funding from the Washington State Department of Financial Management. Discussion followed with City Administrator Paul Ellis Answering Council questions.

**Transfer Management of Hadley Hall to Boys & Girls Club**

Community Engagement Director Sarah Lopez reviewed the proposal to transfer management of Hadley Hall to the Boys & Girls Club.

Over the last couple of years, City staff and B&G Club staff have discussed the possibility of allowing the Boys and Girls Club to manage the community room, Hadley Hall, at the Arlington Boys and Girls Club. Transferring the management would benefit both agencies. ~~The City has not been using the facility for recreation programing. City staff is not onsite to monitor the use and maintenance; the staff at the Boys and Girls Club are able to do this.~~ The transfer of management would allow the Boys and Girls Club to collect the rental fees and do improvements to the room, and would require their staff to facilitate reservations. The current policy allows fees to be waived for nonprofit groups serving youth, this policy would remain under Boys and Girls Club management.

The Arlington Boys and Girls Club was built in 1993 on City property. Richard Hadley donated \$150,000 towards a community room. There has been an agreement of separation of the community room from the lease between the City and the Boys and Girls Club since the beginning. Discussion followed with Mrs. Lopez answering Council questions.

**Authorization to Apply for 2022 Hotel-Motel Small Fund Grant (Tourism Grant)**

Community Engagement Director Sarah Lopez reviewed the authorization to apply for the 2022 Hotel-Motel Small Fund Grant (Tourism Grant).

Staff is requesting authorization to apply for Snohomish County Tourism Grant with four applications for projects including: 1. Contract with SeeSource for geo-fencing tourism points of interest in Arlington. This is a data collection program using cell phone information from visitors outside our area. 2. Street pole banners (12) branded with Stillaguamish River Valley, the brand given to our region by Snohomish County Tourism. 3. Funding to pay for digital marketing assets of our region, including photographs, videography, and marketing material. 4. Funding for contractor to create a five-year tourism plan for Arlington, aligned

with Snohomish County's goals for the region. This grant program requires a 25 percent match. Total grant request is \$25,350. Required match from City \$8,125. Match funding could be provided by the ARPA funding designated for tourism or City LTAC grant if grant is offered in 2022.

These projects align with the County's 2018-2022 Strategic Tourism Plan. The Hotel-Motel Small Fund Grant is to support tourism marketing, promotions, and capital projects that support and align with the County's Strategic Tourism Plan goals. Funding is through County Lodging Taxes. More information at: <https://www.seattlenorthcountry.com/industry-resources/lodging-tax-grants/hotel-motelsmall-fund/>

Discussion followed with Mrs. Lopez Answering Council questions.

### **Public Art for 59<sup>th</sup> Avenue Complete Streets Project**

Community Engagement Director Sarah Lopez reviewed the public art for 59th Avenue Complete Streets Project.

As part of the 59th Avenue Complete Streets Project, the City released a call for public art. Public art was budgeted and included in the grant through WA Transportation Improvement Board. One proposal was received from Lin McJunkin and Milo White. The City's Public Art Committee and Park, Arts and Recreation Commission both have reviewed the concept and are recommending City Council accept the art, a stainless steel sphere, to be located at the corner of 59th Avenue and 188th Street landscaping.

The City's Public Art Strategic Plan identifies a goal of integrating art into public projects. Discussion followed with Mrs. Lopez answering Council questions.

### **Acceptance of FAA Funds from American Recue Plan Act of 2021**

Airport Director Dave Ryan reviewed the acceptance of FAA American Rescue Plan Act of 2021 (ARPA) Grant.

The Arlington Municipal Airport was offered an ARPA grant in the amount of \$59,000. For the acceptance of this grant, the FAA requires a formal motion by the City Council to accept. The due date for accepting the grant for the Fiscal Year 2021 fell in August. Because the City Council adjourns for the month of August, staff was not able to get this agenda bill before the Council in time for the deadline. The FAA suggested holding the grant until Fiscal Year 2022 (October) and then releasing it on the condition that the Council makes a motion to accept before that time. The Airport should receive these funds in November 2021.

The Airport has received two previous CARES ACT grants over the past two years. One in the amount of \$69,000, and one in the amount of \$23,000. Discussion followed with Mr. Ryan answering Council questions.

### **Waterline Extension Agreement with Fire District 21**

Public Works Director Jim Kelly reviewed the utility extension agreement and interlocal agreement for maintenance security agreement with Snohomish County Fire District #21.

Snohomish County Fire District #21 intends to construct a fire station facility at 17827 McElroy Road, Arlington. The property is within the City of Arlington's water service area.

As part of the project, the City requested that the District “upsized” the water main to help the City serve the larger water service area, and the City will pay the increased costs of upsizing the water pipe. The Utility Extension Agreement memorializes this agreement. The Maintenance Security Agreement is in lieu of a standard bonding requirement, and requires that the District provide any maintenance on the new construction during a two year period. This allows the District to avoid the costs of obtaining a third party bond while ensuring the District will pay for any deficiencies discovered during the first two years after construction.

The District requested the City review plans for a utility extension and obtained permits earlier in 2021. City staff and attorneys for the District and the City have negotiated the terms of the two agreements and the District would like approval so they can bid the project. Discussion followed with Mr. Kelly answering Council questions.

### **ADMINISTRATOR AND STAFF REPORTS**

City Administrator Paul Ellis discussed an adjustment regarding the budget retreat in October. Normally the first Saturday in October is a single day retreat to work on budget. After discussing the budget considerations with the Finance Director Kristin Garcia, they are confident this can be accomplished during workshops, and are requesting to use the time October 2 to discuss the police departments five-year plan. The workshop on the 27<sup>th</sup> is quite full, and this gives more discussion time on October 2<sup>nd</sup>. Discussion followed and was approved unanimously.

### **MAYOR'S REPORT**

Due to the American Rescue Plan funding, Arlington will have a cold weather shelter in place for the upcoming cold season, being held at the Senior Center.

Mayor Tolbert and Marc Hayes have been in contact with a Korean agency named Kosmi for a few years. They are an off-shoot of the Korean Government for their small and medium enterprises and a start-up agency. They will be sending officials out next week to sign an MOU with Arlington and the City of Marysville and Snohomish County to look towards the CIC as they invest some of their companies to have operations in the United States, as well as teach some of our businesses in case they want to expand into Korea.

### **COMMENTS FROM COUNCILMEMBERS**

None.

### **COUNCILMEMBER REPORTS**

Councilmembers Jan Schuette provided brief updates, while Councilmembers Mike Hopson, Marilyn Oertle, Debora Nelson, Don Vanney, Heather Logan and Michele Blythe 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 20, 2021 Council meeting:

1. Contract Update with Zachor, Stock and Krepps, Inc., P.S.
4. Authorization to Apply for 2022 Hotel-Motel Small Fund Grant

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 8:16 p.m.



Barbara Tolbert, Mayor

