

DRAFT



Minutes of the Arlington City Council Special Meeting

Executive Conference Room
238 N. Olympic Ave.
December 5, 2016

Councilmembers Present: Mike Hopson, Jan Schuette, Debora Nelson, and Sue Weiss

Staff Present: Mayor Barbara Tolbert, Paul Ellis, Heather Logan, Kristin Banfield, Kristin Garcia, Sheri Amundson, Debbie Strotz, and Kurt Patterson.

Also Known to be Present: Jessica Costigan, Amanda Robinson, Clay Trushinsky, Doug Buell, and Kevin Duncan.

The Washington State Auditor's Office 2015 Exit Conference began at 2:13 p.m.

Jessica Costigan, Audit Supervisor, Clay Trushinsky, TBD Audit Supervisor, and Amanda Robinson, Auditor in Charge, distributed and reviewed the State Auditor's Office Exit Conference Agenda, the Final Financial Audit Report, and Final Accountability Audit Report with Jessica, Clay, and Amanda briefly explaining the audit process and answering council questions.

The audit reports noted no findings, no misstatements of financials, either uncorrected or material for 2015. The audit reports also noted that all prior findings from 2013 and 2014 have been addressed and resolved to the State Auditor's Office satisfaction.

With no further items to discuss, the 2015 Exit Conference was adjourned at 2:42 p.m.

Barbara Tolbert, Mayor

DRAFT



Minutes of the Arlington City Council Meeting

Council Chambers
110 East Third
December 5, 2016

City Council Members Present by Roll Call: Mike Hopson, Jan Schuette, Debora Nelson, Chris Raezer, Sue Weiss, Jessica Stickle, and Marilyn Oertle

Council Members Absent: None

City Staff Present: Mayor Barbara Tolbert, Paul Ellis, Heather Logan, Kristin Banfield, Kristin Garcia, Sheri Amundson, Jonathan Ventura, Dan Cone, Marc Hayes, Jim Kelly, Kris Wallace, Chris Young, Amy Rusko, and Steve Peiffle, City Attorney.

Also Known to be Present: Doug Buell, Sarah Arney, Victoria McGrath, Cristy Brubaker, Craig Christianson, Mike Britt, and Roger Miller.

Mayor Barbara Tolbert called the meeting to order at 7:04 p.m.

APPROVAL OF THE AGENDA

Mayor Pro Tem Nelson moved to approve the Agenda. Councilmember Raezer seconded the motion which passed with a unanimous vote.

INTRODUCTIONS OF SPECIAL GUESTS AND PRESENTATIONS

None

PROCLAMATIONS

None

PUBLIC COMMENT

Roger Miller, 317 N. Olympic Ave., shared his concerns on the proposed location of the planned pocket park. He also noted the merchant's parking lot needs repair and maintenance, and more handicapped parking spaces.

Mike Britt, 332 N. Olympic Ave, voiced his concerns on the proposed allocations for the lodging tax grants to be considered later in the Council meeting.

CONSENT AGENDA

Mayor Pro Tem Nelson moved and Councilmember Raezer seconded the motion to approve the Consent Agenda which was unanimously carried to approve the following Consent Agenda items:

1. Minutes of the November 21 and November 28, 2016 Council Meetings
2. Accounts Payable:
Approval of EFT Payments and Claims Checks #89464 through #89558 dated November 22, 2016 through December 5, 2016 for \$1,949,738.46 and approval of EFT Payments and Payroll Checks #29085 through #29098 dated November 1, 2016 through November 30, 2016 for \$1,234,334.90.
3. WSDOT Local Agency Guidelines / Prospectus for 67th Ave
4. Resolution to Surplus Utilities Equipment

PUBLIC HEARING

None

NEW BUSINESS**Executive Report Presentation by McGrath Human Resources Group**

Assistant City Administrator Heather Logan introduced Dr. Victoria McGrath of McGrath Human Resources Group who, with the use of a PowerPoint, presented the Executive Report for the "Study of Classification and Compensation for City of Arlington Non-Represented Employees". Discussion followed. Council will further discuss the report presented at the December 12, 2016 Council Workshop.

Approval of the Collective Bargaining Agreement with the IAFF Local No. 3728

Assistant City Administrator Heather Logan presented the Collective Bargaining Agreement with IAFF Local No. 3728. The union unanimously approved the agreement on November 30, 2016. Discussion followed. Councilmember Oertle moved and Councilmember Stickles seconded the motion to approve the CBA and authorize the Mayor to sign the contract. The motion was approved by a unanimous vote.

Ordinance Amending Horizontal Mixed Use Overlay and Zoning Map – AMC 20.36

Community & Economic Development Director Chris Young reviewed the proposed ordinance. Discussion followed. Councilmember Stickles moved and Councilmember Raezer seconded the motion to approve the corrected ordinance, including the updated zoning map. The motion was approved by a unanimous vote.

Ordinance Updating AMC Chapter 10.80 and adopting the 2017-2019 Commute Trip Reduction Plan

Associate Planner Amy Rusko reviewed the proposed ordinance and CTR plan for 2017-19. Discussion followed. Councilmember Raezer moved and Mayor Pro Tem Nelson seconded the motion to approve the proposed ordinance and adopt the 2017-2019 Commute Trip Reduction Plan. The motion was approved by a unanimous vote.

At 8:12 p.m., Mayor Tolbert excused herself from the next agenda item and left her seat. Mayor Pro Tem Debora Nelson called the next item of business.

Lodging Tax Distributions for 2017

Kristin Garcia requested Council approve the funding of the selected applications totaling \$146,158 as recommended by the LTAC. Discussion followed. Mayor Pro Tem Nelson moved and Councilmember Weiss seconded the motion to refer the lodging tax distributions for 2017 back to Council Workshop on December 12, 2016 for further discussion. The motion was approved 6-1.

At 8:19 p.m., Mayor Tolbert rejoined the meeting and resumed her position as chair.

ADMINISTRATOR & STAFF REPORTS

None

COUNCIL MEMBER REPORTS

Councilmembers Hopson, Schuette, Nelson, Weiss, and Stickles gave brief reports while Councilmember Raezer had nothing to report at this time.

MAYOR'S REPORT

Mayor Barbara Tolbert thanked the staff that served as Santa for the community events over the weekend and at the Hometown Holidays events. Mayor Tolbert also thanked the members of the Downtown Arlington Business Association and the Arlington Smokey Point Chamber for the Hometown Holidays activities, and the City's Maintenance & Operations staff for their hard work to make town look so festive for the holiday season.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:29 p.m.

DRAFT



Minutes of the Arlington City Council Workshop

Council Chambers
110 East Third Street
December 12, 2016

Councilmembers Present: Mike Hopson, Jan Schuette, Debora Nelson, Chris Raezer, Jesica Stickles, Sue Weiss, and Marilyn Oertle.

Staff Present: Mayor Barbara Tolbert, Paul Ellis, Heather Logan, Kristin Garcia, Sheri Amundson, Marc Hayes, Amy Rusko, Jim Kelly, Eric Scott, Tom Cooper, Jonathan Ventura, Kristin Banfield, Debbie Strotz, Linda Taylor, Monica Schlagel, Gary Schlagel, Launa Peterson, Mike Wolanek, and Deana Dean.

Council Members Absent: None

Also Known to be Present: Doug Buell, Bob Nelson, Cristy Brubaker, Terry Marsh, Craig Christianson, Mike Britt, Bill Keenan, and Sarah Arney

Mayor Barbara Tolbert called the meeting to order at 7:00 p.m. and the pledge of allegiance followed.

Councilmember Nelson moved to approve the agenda. Councilmember Raezer seconded the motion, which passed with a unanimous vote.

WORKSHOP ITEMS ~ NO ACTION WAS TAKEN

Ordinance Adopting 2016 Budget Amendments

Finance Director Kristin Garcia reviewed by PowerPoint the 2016 budget amendments. Council questions followed.

Acceptance of Grant Funds from Cascade Valley Hospital Foundation for Glidescopes

Deputy Fire Chief Tom Cooper Staff reviewed the request for Council to accept funds from the Cascade Valley Hospital Foundation for the purchase of two glidescopes to be placed on the paramedic units. The procurement of these scopes will enhance patient care and reduce liability to the City. Council comments followed with Councilmember Raezer making special note to Firefighter/Paramedic Matt Hickman's efforts to secure this grant. Council authorizes this matter to be on next week's Consent Agenda.

Acceptance of Grant Funds from Hope Unlimited in partnership with Cascade Valley Hospital Foundation on behalf of Arlington Fire Department

Tom Cooper reviewed the request for Council to accept funds from Hope Unlimited for the backfill cost of one career firefighter currently attending medic school. Council comments and questions followed. Council authorizes this matter to be on next week's Consent Agenda.

Resolution adopting a Revised Fee Schedule

City Clerk/Communications Manager Kristin Banfield reviewed the proposed changes to the city's fee schedule. Council comments and questions followed.

Sole Source Purchase Resolution – Scout Video Collection Unit

City Engineer Eric Scott reviewed the request for Council to accept funds from the Stillaguamish Tribe Community Contribution Grant to help study traffic problems within the City. The grant is to be used for the purchase of a Scout Video Collection Unit to remotely collect video data. Council authorizes this matter to be on next week's Consent Agenda.

Classification and Compensation Study Discussion

Assistant City Administrator Heather Logan and City Administrator Paul Ellis spoke regarding the recent salary survey including review of the consultant's recommendations. Discussion followed.

City Administrator Contract Review

Heather Logan reviewed the proposed renewal of the City Administrator contract. Council questions followed.

2017 Planning Commission Work Plan

Associate Planner Amy Rusko reviewed by PowerPoint next year's work plan for the Planning Commission. Discussion followed.

At this point, Mayor Tolbert excused herself from the next agenda item and left her seat. Mayor Pro Tem Debora Nelson called the next item of business

Lodging Tax Distributions for 2017

Kristin Garcia reviewed the applications and rating criteria for the grant applications. Discussion followed.

At this point, Mayor Tolbert rejoined the meeting and resumed her position as chair.

Miscellaneous Council Items

None

Public Comment

Mike Britt spoke of the lodging tax committee and council efforts to resolve the grant application process and acknowledged the time spent reviewing the applications and discussing this matter.

Vickie Johnson spoke to the subject of art, the inability to quantify and its importance, and the grant process.

Sarah Arney also spoke of the lodging tax issue on tonight's agenda.

Executive Session

None

Adjournment

The meeting was adjourned at 9:00 p.m.

Barbara Tolbert, Mayor