



Minutes of the Arlington City Council Workshop

Council Chambers
110 East Third Street
January 13, 2020

Councilmembers Present: Mike Hopson, Marilyn Oertle, Jan Schuette, Jessica Stickles and Michele Blythe.

Council Members Absent: Debora Nelson, excused.

Staff Present: Mayor Barb Tolbert, Paul Ellis, James Trefry, Sarah Lopez, Dave Kraski, Jonathan Ventura, Jim Kelly, Marc Hayes, Marty Wray, Monroe Whitman, Lorene Robinson, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

Also Known to be Present: Don Vanney, Craig Robinson, Avery Hufford, Lindsay Dunn, and Doug Buell.

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

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

None.

PROCLAMATIONS

None.

WORKSHOP ITEMS – NO ACTION WAS TAKEN

Bid Award for Innovation Center Remodel

Community Revitalization Manager Sarah Lopez reviewed the 2020 innovation center remodel project.

The City budgeted in 2019 and 2020 for the Innovation Center remodel, expecting to go out for re-bid with engineered plans and an architect's estimate. The estimate is \$275,000. Since the construction will take place in 2020, the 2019 budgeted amount will be moved to the 2020 budget with the Finance Director's budget modifications.

This project was advertised and bids were received on December 18, 2019. TRICO Companies, LLC was the qualified low bidder, with a bid of \$277,800.00 (without tax), and \$303,357.60 with tax. Staff recommends awarding the bid award to TRICO Companies, LLC. Discussion followed with Ms. Lopez answering Council questions.

Request to Waive Permit Fees for Innovation Center Remodel

Community Revitalization Manager Sarah Lopez requested that building permit fees be waived for the project remodel.

The fees are not included in the contractor's price and would be paid by the City, if not waived.

The city building permit fees total \$4,830.15

Breakdown of fees:

Building Plan Review – \$1,892.94

Building Permit – \$2,912.21

Processing/Technology – \$25.00

Discussion followed with Ms. Lopez answering Council questions.

Selection of Mayor Pro Tem

City Administrator Paul Ellis reviewed the selection of Mayor Pro Tem. Marilyn Oertle has served as Mayor Pro Tem for 2018-2019. The Council Rules of Procedure state as follows:

The Mayor Pro Tem will be selected by a majority vote of the Councilmembers at the second meeting in January in even years or when there is a vacancy. In selecting the Mayor Pro Tem, the Council will be guided by the following principles:

- To preserve continuity in the office, the Mayor Pro Tem shall generally serve for a term of two (2) years.
- The Mayor Pro Tem should have served as a Council member for at least two (2) years before appointment to the office of Mayor Pro Tem.
- In general, the appointment of Mayor Pro Tem will be to the eligible Council member who has served the longest in office.

The Alternate Mayor Pro Tem will be the Council member who most recently served as Mayor Pro Tem. Discussion followed with Mr. Ellis answering Council questions.

Professional Services Agreement with Carletti Architects for Architectural and Engineering Services for Fire Station 48

City Administrator Paul Ellis reviewed the professional services agreement with Carletti Architects for architectural and engineering services for Fire Station 48.

In May 2019, the City of Arlington sent Request for Qualifications (RFQs) for Fire Station #48 Architectural and Engineering Services. Carletti Architects, P.S. was chosen from a review panel. Carletti Architects, P.S. has extensive experience in design and building of fire stations in the Puget Sound area including Fire Station 46, and the design for the original Fire Station 48.

The City of Arlington currently has three fire stations – #46, #47 and #48. This project will be to construct a new Station #48 at a new location on Airport Blvd. and replace the functions at Stations 47 and 48. The current Station #48 is a leased facility. The lease is expiring with no additional extensions. The new station must be completed by August 31, 2021.

Resolution Authorizing the Building Official to Exempt Buildings from Code Requirements for Emergency Temporary Shelters

City Administrator Paul Ellis reviewed a resolution to authorize the building official to exempt buildings from code requirements for emergency temporary shelters.

The old Alfy's building in Smokey Point has been purchased by Public Hospital District #3 Snohomish County, now referred to as Stilly Valley Health Connections. The district board is allowing the building to be used as a cold weather shelter for the remainder of the winter. However, the building currently does not have a fire sprinkler system that would be required for overnight accommodations. The resolution will allow the use of this building as a cold weather shelter for the remainder of the winter season.

The cold weather shelter has been operated out of the local churches on a rotating schedule for the last 11 years. The remaining churches dropped out of the program early this fall. Operations of the cold weather shelter have been assumed by North Snohomish County Outreach, but they have not been able to secure a facility. Discussion followed with Mr. Ellis answering Council questions.

Interlocal Agreement with City of Marysville for Interim Jail Services

City Administrator Paul Ellis reviewed an interlocal agreement with City of Marysville for interim jail services.

This agreement will extend jail services with the City of Marysville, as needed, for January and February 2020, until court and jail services are fully transferred to Cascade District Court and the Snohomish County Jail. The current agreement expired December 31, 2019.

The City of Arlington has contracted for jail services with the City of Marysville since April 2003. On January 6, 2020, City Council approved an amendment to the interlocal agreement with Marysville transferring court and jail services to Cascade District Court and Snohomish County Jail, effective March 1, 2020. Discussion followed with Mr. Ellis answering Council questions.

Resolution Adopting an Updated Fee Schedule

Community and Economic Development Director Marc Hayes reviewed a resolution adopting an updated fee schedule for 2020. Staff has prepared an update to the City's fee schedule. The fees included in the schedule cover all departments in the city and address items not included in the Arlington Municipal Code. The Council last updated the City's fee schedule in April 2018. The largest amount of updates were for Community and Economic Development, and Mr. Hayes reviewed his department's updates to the fee schedule. Discussion followed with Mr. Hayes answering Council questions.

Professional Services Agreement with Blueline Group for Housing Action Plan

Community and Economic Development Director Marc Hayes reviewed a professional services agreement with Blueline Group for the planning work to create a Housing Action Plan.

The Blueline Group is the consultant selected to perform the planning work as required by the Department of Commerce grant, related to elements in Engrossed Second Substitute House Bill 1923. Discussion followed with Mr. Hayes answering Council questions.

Professional Services Agreement with Dowl Engineering for 2020 Airport Improvement Projects

Airport Operations Manager Marty Wray, accompanied by Airport Operations Specialist Lorene Robinson, reviewed a professional services agreement for design services with Dowl,

LLC. Dowl, LLC is currently contracted as the on-call engineer for the City of Arlington Airport) for the Runway 16/34, Taxiway Bravo Lighting and Taxiway Bravo Overlay Projects.

This project will involve replacement of runway 16/34 edge lighting (upgrading to LED) and installation of LED taxiway edge lighting on Taxiway Bravo. Additionally, this project will include the mill and overlay of Taxiway Bravo as well as removal of pavement between runway 34 and 29 threshold and an old taxiway connector. This project will provide a higher level of safety for all Airport operations including a higher level of safety for aircraft operating at the airport during nighttime and low visibility conditions. New LED runway edge lights will improve costs and maintenance as well as improve visibility.

Taxiway Bravo is on the west side of the Airport and runs parallel to the primary Runway 16/34 at Arlington Municipal Airport. The taxiway asphalt is well beyond the expected lifespan of the existing pavement. The taxiway is currently unlit and developing full depth cracks and other deterioration that have become a persistent maintenance issues. With increased development taking place on the west side of the airport, an increase of traffic on Bravo is expected to continue for the foreseeable future. Mill and overlay of the taxiway asphalt and removing old asphalt will ensure continued sustainability of the airport as the area continues to grow with businesses and tenants moving to Arlington. Discussion followed with Mr. Wray answering Council questions.

Ordinance to Amend Arlington Municipal Code Chapter 13.12 to Freeze 2020 Utility Rates

Public Works Director Jim Kelly reviewed a proposed amendment to Arlington Municipal Code 13.12 rescinding the scheduled 2020 CPI increase to the water, sewer, and stormwater utility rates.

AMC 13.12.040 mandates that the water, sewer, and stormwater utility rates be increased annually by the October reported percentage increase of the Consumer Price Index (CPI) for the Seattle-Tacoma-Bremerton area. Staff has reviewed the current utility budget forecast and has determined that the mandatory CPI increase is not necessary for 2020. Discussion followed with Mr. Kelly answering Council questions.

Professional Services Agreement with BHC Consultants for Wastewater Treatment Plant Design and Equalization Basin

Public Works Director Jim Kelly reviewed the SOW and fee estimate from BHC for preparation of design documents and permitting for necessary improvements to the Water Reclamation Facility.

The City of Arlington's water reclamation facility went online in 2010 operating by extension of the plant's 2008 National Pollution Discharge Elimination System (NPDES) permit (a five-year permit). A new NPDES permit was issued in 2014 and, most recently, a new NPDES permit was issued in November 2019.

Conditions contained in the new NPDES permit require plant improvements to improve current operations, to add additional operations, and to add additional discharge monitoring. The City of Arlington contracted with BHC Engineers in 2019 to prepare and submit the necessary Department of Ecology Engineering Reports for the following improvements:

Add permeate equalization basin for reclaimed water production
Add improved sludge pumping system
Add additional effluent monitoring and recording

The BHC engineers working on this design are the same engineers who designed the 2010 improvements (formerly with Kennedy-Jenks). The NPDES permit conditions have a timeline for implementation, to meet this timeline the plan is to design in 2020 and construct in 2021. Discussion followed with Mr. Kelly answering Council questions.

Murraysmith Design Services for Cascade Industrial Center (CIC) Utilities

Public Works Director Jim Kelly reviewed Scope of Work (SOW) and fee estimate from consultant Murraysmith for design services for the Cascade Industrial Center (CIC) utilities.

The SOW and fee estimate from Murraysmith is for infrastructure analysis and preparation of construction design documents for the CIC Utility Improvements.

The CIC area south of SR-531 is beginning to develop and in order to support the development in this region of the CIC the City is moving forward with installing water, sewer, and communication trunk-line infrastructure improvements. After reviewing several engineering qualifications, the City requested a proposal from Murraysmith to provide engineering services for the CIC Utility Improvements.

This project will extend water, sewer, and fiber optic communication services south of SR 531 (172nd St NE) in order to support future development. The City wants to complete the utility work beneath SR-531 before the planned widening project begins. Discussion followed with Mr. Kelly answering Council questions.

Due to Finance Director Kristin Garcia's absence, **Item No. 13 – November 2019 Financial Report** will be presented at the January 21 Council meeting.

Miscellaneous Council Items

ADMINISTRATOR AND STAFF REPORTS

City Administrator Paul Ellis acknowledged the resignation of Councilmember Joshua Roundy, who resigned January 11, effective immediately. Mr. Ellis distributed a Council Vacancy Timeline with sample interview questions for Council's review. He requested that Councilmembers email him input as soon as possible to move forward in filling the vacancy on Council.

PUBLIC COMMENT

Arlington citizen Lindsay Dunn expressed his frustration with abandoned vehicles in the city limits, and requested action on their removal. The Mayor indicated City Administrator Paul Ellis would follow up on the matter.

COUNCILMEMBER REPORTS

Councilmembers Mike Hopson, Jan Schuette, and Jesica Stickle provided brief updates, while Councilmembers Marilyn Oertle and Michele Blythe had nothing to report this evening.

EXECUTIVE SESSION

None.

REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING

Council discussed and agreed to place the following items on the Consent Agenda for the January 21, 2020 Council meeting:

Item No. 4 – Professional Services Agreement with Carletti Architects for Architectural and Engineering Services for Fire Station 48

Item No. 6 – Interlocal Agreement with City of Marysville for Interim Jail Services

Item No. 8 – Professional Services Agreement with Blueline Group for Housing Action Plan

Item No. 9 – Professional Services Agreement with Dowl Engineering for 2020 Airport Improvement Projects

Item No. 11 – Professional Services Agreement with BHC Consultants for Wastewater Treatment Plant Design and Equalization Basin

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:12 p.m.



Barbara Tolbert, Mayor