



Minutes of the Arlington City Council Special Meeting

Council Chambers
110 East Third Street
February 11, 2019

Councilmembers Present: Mike Hopson, Joshua Roundy, Jessica Stickles, Sue Weiss, Jan Schuette, Debora Nelson and Marilyn Oertle.

Council Members Absent: None.

Staff Present: Mayor Barb Tolbert, Paul Ellis, Dave Kraski, Jonathan Ventura, Jim Kelly, City Attorney Steve Peiffle, Kristin Garcia, Kristin Banfield, Marty Wray, and Dave Ryan.

Also Known to be Present: None.

Mayor Barb Tolbert called the meeting to order at 6:30 p.m., and the Pledge of Allegiance and roll call followed.

APPROVAL OF THE AGENDA

Mayor Pro Tem Marilyn Oertle moved and Councilmember Debora Nelson seconded the motion to approve the agenda. The motion passed unanimously.

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

None.

PROCLAMATIONS

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Mayor Pro Tem Marilyn Oertle moved and Councilmember Debora Nelson seconded the motion to approve the Consent Agenda which was unanimously carried:

1. Minutes of the January 22 and January 28, 2019 meetings.
2. Accounts Payable: Approval of EFT Payments and Claims Checks #95939 through #96044 dated January 23, 2019 through February 4, 2019 for \$384,868.06.
3. Resolution increasing the opening change fund for the Finance Department.
4. Resolution declaring an emergency for black mold removal at the Water Utility Office.

PUBLIC HEARING**NEW BUSINESS****Purchase and Sale of Washington Avenue surplus property**

City Administrator Paul Ellis explained to the Council that the four lots on Washington between 1st and 2nd Street were surplus by City Council and listed for sale with Keller Williams. The property was offered for sale for \$800,000. The City received a back-up offer from Chris & Holli Smith for \$750,000. The buyer deposited \$8,000 in earnest money with the closing agent. Staff is proposing that a portion of the proceeds from the sale be used to relocate the community garden (NOT TO EXCEED \$31,000), and purchase a storage building for Friends of the Library's use in the amount of \$5,318.63. Discussion followed with Mr. Ellis answering questions. Mayor Pro Tem Marilyn Oertle moved and Councilmember Debora Nelson seconded the motion to approve the sale of the four parcels on the west side of Washington Avenue, with a portion of the proceeds from the sale being used to relocate the community garden (NOT TO EXCEED \$31,000), and authorize the Mayor to sign the resolution and purchase and sale documents, pending review by the City Attorney. The motion passed unanimously.

2019 Runway 11/29 Rehabilitation Project

Airport Operations Manager Marty Wray explained to the Council that the Airport is requesting the City Council approve two professional service agreements with DOWL, LLC for design and construction management services in the amount of \$177,700 for the 2019 Runway 11/29 Rehabilitation Project. We are also including the engineer's estimate in the requested budget in the amount of \$1,242,976. Airport staff will return for Council's approval on the construction cost when construction bids are received. The amount requested above, includes a bid additive in the amount of \$68,788 and design for the bid additive in the amount of \$4,610 (no additional construction management costs). Discussion followed. Council Member Jesica Stickles moved and Mayor Pro Tem Marilyn Oertle seconded the motion to approve the proposed professional services agreement with DOWL LLC in the amount of \$177,700 for design services relating to the Runway 11/29 Rehabilitation Project. The motion passed unanimously.

Contract for Island Crossing Signal with SCJ Alliance

Public Works Director Jim Kelly explained staff is requesting to enter into a contract with SCJ Alliance for design work on the channelization plan and temporary signal layout of the Island Crossing intersection near the Pilot Truck stop. Discussion followed. Councilmember Mike Hopson moved and Councilmember Jesica Stickles seconded the motion to approve the SCJ Alliance scope of work and fee and to authorize the Mayor to sign the contract with SCJ Alliance, pending final approval by the City Attorney. The motion passed unanimously.

Personnel Requests for Public Works Utilities

Public Works Director Jim Kelly explained that staff is requesting Council approval for three miscellaneous personnel actions not included in the 2019-2020 approved budget and FTE plan. Staff is requesting approval on the following personnel actions:

- Water Department Seasonal Workers - Staff is requesting to hire two seasonal workers to assist with the final portion of the drive-by water meter conversion project (for 2019 only).

- Sewer Department WWTP Operator – The WWTP is normally staffed by 3 FTEs. Staff is requesting an additional FTE for a five month period for training before the Lead Operator retires (2019). No budget impact because the Lead Operator position was budgeted for a full year.
- GIS Department – Staff is requesting to extend the existing GIS Intern contract for an additional two months to provide assistance while the new GIS system is installed and initiated.

Discussion followed. Councilmember Josh Roundy moved and Councilmember Debora Nelson second the motion to authorize staff to proceed with the proposed personnel requests. The motion passed unanimously.

Resolution authorizing staff to apply for a grant from the Transportation Improvement Board for Complete Streets funding

City Administrator Paul Ellis explained to Council that this is a resolution authorizing the Community and Economic Development Department to apply for Transportation Improvement Board funding to be used for a Complete Streets project. The proposed project will improve safety, walkability, support transit, and cycling options. Discussion followed. Councilmember Debora Nelson moved and Councilmember Sue Weiss seconded the motion to approve the resolution to authorize application for Complete Streets funding, and authorize the Mayor to sign the resolution. The motion passed unanimously.

DISCUSSION ITEMS

None.

INFORMATION

None.

ADMINISTRATOR & STAFF REPORTS

City Administrator Paul Ellis thanked the staff, including Maintenance and Operations, Public Works, Public Safety personnel, and our directors for the hard work for the past 10 days to clear snow and ice. He noted that the Mayor did sign a Declaration of Emergency over the weekend. The City has also requested salt supplies through Snohomish County Department of Emergency Management to replenish our dwindling supplies. He also shared that staff is also gearing up for potential flooding issues after the snow and ice melts.

MAYOR'S REPORT

The Mayor extended her thanks to the communications team for keeping the council and the public up to date on weather reports and efforts by staff to clear the snow and ice.

EXECUTIVE SESSION

None.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 6:49 p.m.



Barbara Tolbert, Mayor

