



# Minutes of the Arlington City Council Zoom Workshop

Council Chambers  
110 East Third Street  
July 13, 2020

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

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, James Trefry, Tony Orr, Kristin Garcia, Debbie Strotz, Bryan Terry, Marc Hayes, Dave Ryan, Dave Kraski, Jim Kelly, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

**Also Known to be Present:** Twenty (20) YouTube viewers.

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 Jessica Stickles 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**

**Ordinance Supporting House Bill 1406 Authorizing Funding for Affordable Housing**  
City Administrator Paul Ellis reviewed the ordinance implementing local sales and use tax to support affordable housing.

House Bill 1406 was approved by state legislation to authorize a portion of the state collected sales and use tax to be rebated to cities and counties to support affordable housing. MRS has estimated an annual collection of \$40,000 for the city of Arlington based on current collections. This would not be an adequate funding source to administrate a program internally with our current resources, making good financial sense to partner with Snohomish County to administrate the funds and apply them to residents of the City of Arlington. Discussion followed with Mr. Ellis answering Council questions.

**Interlocal Agreement with Washington School Information Processing Cooperative**  
Procurement/Contracts Analyst Debbie Strotz reviewed the interlocal agreement with Washington School Information Processing Cooperative (WSIPC).

The WSIPC Purchasing Program connects K-12 public and private schools and public agencies to a network of technology partners, leveraging the power of the WSIPC Cooperative to provide competitively bid goods and services at a reasonable cost.

Each vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official RFP process in compliance with Washington State Procurement RCWs.

**Business Rent Relief Grant Program**

Finance Director Kristin Garcia reviewed Round 2 of the submitted grant applications for the Business Rent Relief Grant Program.

The City of Arlington received a grant for \$592,000 of CARES Act funding distributed by the Washington State Department of Commerce. On June 1, 2020, Council approved a proposed budget outlining the expected use of those funds, \$200,000 of which will be used for a business rent relief program. On June 15, 2020, City Council approved \$95,372 in the first round of grant awards under the business rent relief program. Discussion followed with Ms. Garcia answering Council questions.

**Resolution Approving a Customer Support Program**

Finance Director Kristin Garcia reviewed the resolution which authorizes a utility customer support program.

On July 2, the Governor issued Proclamation 20.23.6 extending the prohibition of disconnecting services, refusing to reconnect services and charging late fees until August 1. This proclamation also requires utilities to review existing disconnect, reconnect and payment arrangement policies and to adopt a customer support program to assist those experiencing financial hardship as a result of COVID-19. Key requirements of the program include; prohibiting disconnections through a certain date, waive late/disconnect fees and establish protections for customers under a pre-paid meter plan. The program must be approved by the governing body, customers must be notified of the program, and the payment arrangement program must be at least 6 to 18 months.

On March 25, 2020, the Governor issued the Stay Home, Stay Healthy order to stop spread of COVID-19. This order, along with social distancing restrictions, has resulted in significant financial impacts for businesses and residents within the City of Arlington. On April 6, 2020, City Council passed Resolution 2020-004 providing economic relief to city residents which authorized a waiver for utility late fees and shut off through June 30, 2020. On May 29, 2020, the Governor issued Proclamation 20 -23.4 prohibiting residential disconnects, refusal to reconnect and charging late fees until July 28, 2020. On July 6, 2020, City Council passed resolution 2020-010 extending the late fee and shut off waiver until July 28, 2020.

**Dedication of Right of Way for 169th St. NE**

Community and Economic Development Director Marc Hayes reviewed a dedication of real property for right of way purposes.

Dedication of property for right of way purposes related to new development typically occurs through the Land Use process, pursuant to 20.56.170 AMC. This is a dedication of fully constructed real property known as 169th Street NE for the purpose of right of way. Discussion followed with Mr. Hayes answering Council questions.

**Update to Arlington Municipal Code regarding Airport Commission**

Airport Director Dave Ryan reviewed a proposed update of the Arlington Municipal Code.

Traditionally, there has only been one chairperson on the Airport Commission. In the event the sitting chairperson was unavailable, usually the second most senior member of the Airport Commission would chair the meeting, however, there have been times when this person was also unavailable. The Commission believes that amending this ordinance will make the chain of command clearer.

This update amends AMC 2.44.010 to allow a Vice Chair on the Airport Commission to conduct meetings and act as the Chair when the regular chairperson is absent or unavailable. Both the Airport Commission and staff recommend this change. Discussion followed with Mr. Ryan answering Council questions.

**Land Lease Agreement with Kostar, LLC for Temporary Well Drilling Site**

Public Works Director Jim Kelly reviewed a land lease agreement with Kostar, LLC for a temporary well drilling site.

City staff has identified five sites where test wells will be installed in order to locate future potable water production wells. Four of these test well sites are located on City owned property; one is located on private property. The City needs to enter into a lease agreement with Kostar LLC, the property owner, for the use of their private property for installation/removal of a test well. The lease includes an option for possible future procurement. Funding for this lease will come from the New Water Source project budget, a summary of the project budget is below:

YEAR	BUDGET	EXPENDED/OBLIGATED
2019	\$525,000	\$66,127
2020	\$75,000	\$450,397
Total	\$600,000	\$516,524

This is a Temporary Land Lease Agreement with the landowner for use of property for installation of test well. Discussion followed with Mr. Kelly answering Council questions.

**Right of Way Purchase for 204<sup>th</sup> St NE / 77<sup>th</sup> Ave NE**

Public Works Director Jim Kelly reviewed the 204<sup>th</sup> / 77<sup>th</sup> roundabout right of way property purchases.

The installation of the 204th/77th roundabout requires procurement of right of way (ROW) and temporary construction easements (TCE) from six abutting parcel owners. Agreements have been reached with three of the property owners in accordance with

WSDOT ROW procurement policies. One agreement has already been signed, purchase price was \$1,100 and under council approval threshold.

The below ROW Agreements are ready to be signed by the Mayor and appropriate payments made.

Property	Owner	Amount
Banner Bank	Skagit State Bank	\$ 28,350.00
Burger King	Botch Holdings, LLC	\$ 45,673.00
	Total Package #1	\$ 74,023.00
Total ROW Acquisition to date:		\$ 75,123.00
ROW Project Budget		\$310,948.00
Remaining Budget		\$235,825.00

Discussion followed with Mr. Kelly answering Council questions.

### **Design Contract for Smokey Point Blvd Corridor**

Community and Economic Development Director Marc Hayes and Public Works Director Jim Kelly reviewed the proposed award of the Smokey Point Blvd Corridor Project Planning and Design to Perteet, Inc.

Puget Sound Regional Council (PSRC) awarded a grant in the amount of \$959,788.00 for a portion of the project. The total project fee being negotiated currently is 1.6 million dollars. Additional money applied to the funding is out of the Transportation Improvement Fund in the amount of \$640,212.00.

Smokey Point Blvd, between 174th Street and 200th Street, classified as a rural two-lane arterial, is located in the Smokey Point neighborhood of west Arlington. This area is growing from a mostly residential type community to a mixed-use community consistent with the City of Arlington's Horizontal Mixed Use (HMU) zoning. The City of Arlington has received a federal grant for the design and preliminary ROW work associated with the preparation of design plans to enhance the Smokey Point Blvd. corridor between 174th St and 200th St to meet the needs of future growth.

Staff issued a Request for Proposals in April. Four proposals were received and interviews were conducted in May by a panel of four city staff and one council member. Perteet, Inc. received the highest score and the City entered into discussions with Perteet for services. Discussion followed with Mr. Hayes and Mr. Kelly answering Council questions.

### **Amendment to Process Solutions Contract**

Public Works Director Jim Kelly reviewed the proposed Amendment No. 2 to the current Process Solutions contract for on-Call SCADA Support Services.

The Water Treatment Plant and Water Reclamation Facility both use a Supervisory Control and Data Acquisition (SCADA) system to control the facilities' processes. Following an RFQ process, the City entered into a three-year service contract with Process Solutions in 2019 for On-Call SCADA control services. The original contract amount was for \$60,000 for the first contract year (Sep 2019 to Sep 2020).

Process Solutions has been completing task orders to correct past due corrections, install upgrades as needed, and respond to emergencies; \$63,000 was expended during the first contract (original \$60,000 plus a \$3,000 Amendment). This request is for \$80,000 for the second year of the contract (Sep 2020 to Sep 2021). Water, Sewer, and Storm funds all have available funds in the 2020 budget to cover the additional cost. Discussion followed with Mr. Kelly answering Council questions.

**ADMINISTRATOR AND STAFF REPORTS**

City Administrator Paul Ellis indicated that yesterday Douglas County issued a statewide callout for assistance with fighting a 10,000 acre brush fire. A brush truck was sent from Arlington, and will probably be returning Wednesday or Thursday. The City will be reimbursed for equipment and expenses.

**MAYOR'S REPORT**

Mayor Tolbert encouraged Council members to review the report from the Snohomish County Economic Recovery Task Force, which was included in the Wednesday daily briefings.

**COMMENTS FROM COUNCILMEMBERS**

Councilmember Mike Hopson indicated he would like a policy review board established with councilmembers and residents to examine the police policy manual, and the review board reporting any findings to City Council.

**COUNCILMEMBER REPORTS**

Councilmember Jesica Stickles provided a brief update, while Councilmembers Hopson, Schuette, Oertle, Nelson, Blythe, and Vanney had nothing to report this evening.

**PUBLIC COMMENT**

None.

**REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING**

**EXECUTIVE SESSION**

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 7:54 p.m.

  
Barbara Tolbert, Mayor

