



# Minutes of the Arlington City Council Work Session

Council Chambers  
110 East Third Street  
September 23, 2019

**Councilmembers Present:** Mike Hopson, Marilyn Oertle, Debora Nelson, Josh Roundy, Jan Schuette, Jesica Stickles and Sue Weiss.

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, Kristin Banfield, Jim Kelly, Kris Wallace, Marc Hayes, Nova Heaton, Dave Kraski, Dave Ryan, Lorene Robinson, Monroe Whitman, James Trefry, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

**Also Known to be Present:** Michele Blythe, Don Vanney, Kathy Vanney, Sarah Arney, Kim Chrisman, Ida Olson, George Edgerton, Sue Edgerton.

Mayor Barb Tolbert called the work session to order at 6:30 pm, and the Pledge of Allegiance and roll call followed.

## **WORK SESSION ITEMS – NO ACTION WAS TAKEN**

### **Six year Transportation Improvement Plan (TIP)**

After distributing maps and TIP projects, Public Works Director Jim Kelly, Community and Economic Development Director Marc Hayes, and Development Services Manager Nova Heaton, spoke of the City's six year plan. Discussion followed with staff answering council questions.

## **ADJOURNMENT**

With no further business to come before the Council, the work session was adjourned at 7:00 p.m.

  
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Barbara Tolbert, Mayor



# Minutes of the Arlington City Council Workshop

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

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, Kristin Banfield, Sarah Lopez, James Trefry, Dave Kraski, Jonathan Ventura, Dave Ryan, Lorene Robinson, Monroe Whitman, Kristin Garcia, Jim Kelly, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

**Also Known to be Present:** Michele Blythe, Don Vanney, Kathy Vanney, Sarah Arney, Kim Chrisman, Ida Olson, George Edgerton, and Sue Edgerton.

Mayor Barb Tolbert called the meeting to order at 7:00 pm. The Pledge of Allegiance and roll call carried from the Work Session.

## **APPROVAL OF THE AGENDA**

Mayor Pro Tem Marilyn Oertle moved to approve the agenda as presented. Councilmember Debora Nelson seconded the motion, which passed with a unanimous vote.

The conversation from the Work Session regarding the Six Year TIP continued briefly, and then the Workshop proceeded.

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

None.

## **PROCLAMATIONS**

None.

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

### **Low bid award for interim signal at SR 530 and Smokey Point Blvd.**

Public Works Director Jim Kelly distributed a bid tab outlining the September 19 bid opening, listing Totem Electric as the only bidder at \$411,838.50 for the SR-530 and Smokey Point Blvd Interim Signal Project (P02-460). Mr. Kelly stated that this will not be coming before Council for approval at the next meeting (October 7). He will need to confer with City Administrator Paul Ellis on how to proceed.

Over the past decade, traffic on SR-530 passing through Island Crossing has increased to a 2019 traffic volume of approximately 23,000 vehicles per day. The SR-530 and Smokey Point Blvd intersection was operating at a Level of Service (LOS) "D" prior to Pilot Travel Center opening, after the opening the LOS decreased and made traffic conditions worse. More specifically, trucks on Smokey Point Blvd that are turning left on to SR-530 create a high degree of hazard due to unregulated traffic movement on SR-530 at this intersection and the slow movement semi-trailer trucks.

The City of Arlington, WSDOT and the Stillaguamish Tribe of Indians worked together to develop an interim signal plan that will control traffic movements through this intersection until the permanent solution of a roundabout can be installed. The City designed and permitted the interim signal and is now ready to construct the signal. The project was previously bid in July, with no bids received. The project was re-issued for bid on September 5, 2019 with bid opening on September 19. Discussion followed with Mr. Kelly answering council questions.

### **Procurement of Lift Station 15**

Public Works Director Jim Kelly spoke of the Award of the Lift Station #15 contract for the purchase of a prepackaged Sewer Lift Station to be installed as part of the Baker-Mor development site. Bids are due September 24th, low bid to be awarded at October 7th meeting.

The City of Arlington has entered into a recovery contract with Baker-Mor, LLC and AMWA-JPM, LLC for the construction of a lift station and force main to provide sanitary sewer service to the Baker-Mor development site in Smokey Point. Staff conducted a formal bid (Project PO2-465) for procurement, start-up and training of a Prepackaged Sewer Lift Station. Bids are due September 24th, a preliminary bid tab will be emailed to council following the bid opening. Staff will be requesting the award of the contract to the qualified low bidder at the October 7th Council meeting as timing is critical to keep the project moving forward and to be completed on time. Discussion followed with Mr. Kelly answering council questions.

### **Resolution to authorize Sole Source Bid with Airside Solutions**

Airport Operations Specialists Monroe Whitman and Lorene Robinson spoke of a Sole Source Procurement of Airport Lighting and Equipment Services and Training.

Staff would like to enter into a contract with Airside Solutions to not only inventory parts, but also to train city staff on airfield lighting testing and safety. Airside Solutions is an airfield lighting supplier, and contractor and is the only supplier in Washington State. Although there are other suppliers for this equipment in the country, they do not offer the training services as Airside Solution offers (refer to memo for a detailed list of companies). This contract will be for an "as used" basis only for training. It is not anticipated that the training costs will exceed more than \$3,000-\$4,000 annually. Discussion followed with Mr. Whitman and Ms. Robinson answering council questions.

**Appointments to Youth Council**

Community Revitalization Manager Sarah Lopez spoke of appointments and reappointments to the Youth Council for the 2019-2020 school year.

Ms. Lopez proposed that Alec Villa, Grace Williams, Enija Reed, Jaea Davidson, and Olivia (Grace) Saenz be reappointed, and Laura Meno and Aristala Heaton be appointed as new members of the Arlington Youth Council. Discussion followed with Ms. Lopez answering council questions.

**Applications for Hotel / Motel grants**

Community Revitalization Manager Sarah Lopez spoke of authority to apply for City of Arlington Tourism & Economic Development Grant (Lodging Tax Grant).

Grant applications require official approval of projects and authorization to apply. Eagle Festival and Summer Entertainment Series have been funded by this Tourism Grant previously.

Eagle Festival: \$7,375

Summer Entertainment Series: \$10,730

Event seating (picnic tables and bleachers): \$6,000

All grants require 33% match. The Eagle Festival and Summer Entertainment Series have in-kind and outside organization matches/sponsorships to fulfill the requirement. The Event Seating grant match will be a cash match from City's M&O Park Amenities Fund. Discussion followed with Ms. Lopez answering council questions.

**Interlocal Agreement (ILA) with North County Fire for Shared Community Resource Paramedic**

Fire Chief Dave Kraski spoke of a Shared Community Resource Paramedic with North County Fire.

The concept of a Community Resource Paramedic (CRP) program has been in the works for several years. In early 2019 four agencies in Snohomish County were awarded "pilot" programs through the North Sound Accountable Community of Health (ACH) organization. This pilot program provides funding for two-years and will be reviewed and hopefully continued based on its success. North County Fire was one of the four agencies in Snohomish County awarded funding for a CRP. They hired the CRP in April of this year, and he has been active building and setting up the program and obtaining all the certifications required. He began visiting patients in their response area in August. Through the submittal and development of the program, the intention has been for Arlington to be a partner in the program. At the 2018 spring retreat, it was presented as part of our five-year plan. We budgeted up to \$30,000 in 2019 and 2020 for the program if the ACH funding had shortfalls. The ILA is required to establish the partnership and allow the CRP to begin seeing patients in Arlington.

A successful Community Paramedic Program will reduce 9-11 responses by high users of the system in non-emergent situations and reduce emergency room transports and visits. Reducing visits will keep units in-service for higher priority responses. The success and data

of this program will be tracked, monitored and evaluated to aid in determining its long-term viability. We anticipate the funding from the ACH will cover the costs of the program. The two-year funding of \$30,000.00 is our reserve if needed. Discussion followed with Chief Kraski answering council questions.

**Interlocal with Arlington Rural Fire District (District 21) for captain services**

Fire Chief Dave Kraski spoke of an Employee Exchange with Fire District #21. Fire District #21 (Arlington Heights) hired its first full-time employees early in 2019, to provide a higher level of service. These four employees are all entry-level with no experience. Eight months later, the district realizes these employees need supervisory control, experience and mentoring. They have asked for our assistance. The district is requesting we promote one of our senior firefighters to the rank of Captain and send one of our Captains to fire station #49 to provide leadership. Our employee assigned will work a daytime schedule having oversight and leadership. The district, in return, will send one of its firefighters to Arlington to work in the vacated position. The district will reimburse the City annually - the difference in salary of the promoted position (20%). The initial term of the agreement is for three years and is extendable in one-year increments. This program will be cost-neutral to the City, allow us to assist a neighbor we have a 40+-year relationship with, and provide a promotional opportunity to the union. At the termination of the agreement, if Arlington Fire did not have a vacant position to assign the employee, we would create a "floating position" to backfill vacancies without creating overtime creating a cost-savings. This position existed for several years prior to the recession and proved successful.

Arlington Fire Department has had interlocal agreements with Fire District 21 for over 40 years providing Fire and EMS services. They are our largest partner in our EMS system and we work closer with them than any of our other contract partner agencies. They have requested our help and we can provide it at no cost to the City. Discussion followed with Chief Kraski answering council questions.

**2019 Non-Represented Pay Plan Amendments**

Administrative Services Director James Trefry spoke of a Modification to Salary Schedule for Non-Represented Employees for 2019.

Human Resources, Administration and Finance are requesting revisions to the existing 2019 Non-Represented Salary Schedule.

The Finance Department has requested the addition of the positions of Finance Intern and Finance Supervisor.

The Finance Department has received \$5,000.00 in grant funding for the Fall 2019 school term to fund a Finance Intern, and the position will be fully funded out of the grant funds.

The Finance Supervisor position is a new position description and an existing staff person occupying the Finance Accountant position will be reclassified into this position. This is to expand capacity in the Finance Department's management and planning and also resolves union issues related to payroll data entry work that had previously been performed by the Finance Accountant. This will represent a budget increase of \$4,678.32 in 2019 and

\$10,812.93 in 2020. The 2019 budget increase can be absorbed in the existing 2019 budget, but the amount for 2020 is requested as a budget modification increase.

Administration and Human Resources have proposed to eliminate the existing position titles of Executive Assistant and City Clerk/Human Resources Analyst and have proposed new classifications of City Clerk/Executive Assistant and Deputy Clerk. These changes result from reorganization of the City Clerk and records/human resources support functions.

Wendy Van Der Meersche was appointed as City Clerk in June 2019 with the departure of Erin Keator. The City Clerk and claims functions have been fully consolidated with the existing executive assistant functions and it is proposed based on market data that this new position of City Clerk/Executive Assistant be assigned to Pay Grade I.

The remaining records and human resources support functions will be performed by the new position of Deputy Clerk, who will also back up the City Clerk functions. Based on a market review of this revised combination of functions, it is proposed that the Deputy Clerk position be assigned to Pay Grade G.

This should represent no significant budget impact for 2019 or 2020, as the increase and decrease in wage assignments for the two positions almost offset each other.

The existing 2019 Salary Schedule was adopted on December 10, 2018 and amended on March 9, 2019. Discussion followed with Mr. Trefry answering council questions.

### **Appointment to Lodging Tax Advisory Committee**

Finance Director Kristin Garcia spoke of a Lodging Tax Advisory Committee Appointment.

A current committee member resigned, leaving a 1 year term open for a hotelier position. The term expires April 30, 2020.

Matthew Rosenthal was appointed in 2018 to serve on the lodging tax advisory committee filling one of the hotelier positions. His position expires April 30, 2020. Matthew was representing the Best Western in Arlington. Matthew recently resigned from the committee as he moved hotels and is now outside of the Arlington area. Austin Dudley is the new general manager of the Best Western, replacing Matthew Rosenthal. Austin has agreed to serve the remainder of Matthew's term on the lodging tax advisory committee which will expire April 30, 2020. At that time, both hotelier positions will be open and applications for the committee will be accepted. Discussion followed with Ms. Garcia answering council questions.

### **August Financial Report**

Finance Director Kristin Garcia reviewed the August 2019 financial report. Discussion followed with Ms. Garcia answering council questions.

### **Miscellaneous Council Items**

None.

**ADMINISTRATOR AND STAFF REPORTS**

None.

**PUBLIC COMMENT**

Susan Edgerton, 17410 73<sup>rd</sup> Dr NE, Arlington, lives in the Crossing neighborhood, and spoke of the difficulty exiting and entering the neighborhood, especially during morning and evening commute times. A brief discussion followed.

**COUNCILMEMBER REPORTS**

Councilmembers Schuette and Stickles provided brief updates, while Councilmembers Hopson, Oertle, Nelson, Roundy, and Weiss 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 October 7, 2019 Council meeting:

- Item No. 3 – Resolution to authorize Sole Source Bid with Airside Solutions
- Item No. 5 – Applications for Hotel / Motel grants
- Item No. 9 – Appointment to Lodging Tax Advisory Committee

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 8:19 p.m.

  
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Barbara Tolbert, Mayor