



Minutes of the Arlington City Council Workshop

Council Chambers
110 East Third Street
March 9, 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, Kristin Garcia, Sheri Amundson, Jonathan Ventura, Jim Kelly, Kris Wallace, Dave Kraski, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

Also Known to be Present: Mark Tingley, Sid Logan, Heather Logan, Sarah Arney, Holly Sloan-Buchanan, Steve Corsi, Peggy Ray, Andy Egloff, and Tony Warner.

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 Debora Nelson seconded the motion, which passed with a unanimous vote.

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

Mayor Tolbert introduced Steve Corsi, CEO and President of Volunteers of America Western Washington, who provided an overview. The group has taken over management of the Arlington Community Resource Center. Discussion followed with Dr. Corsi answering Council questions, and he distributed a handout to Councilmembers.

WORKSHOP ITEMS – NO ACTION WAS TAKEN

Resolution for Emergency Declaration for Burn Road Waterline Break and Repair

Public Works Director Jim Kelly reviewed the resolution declaring an emergency for water main repair at 207th Street and Burn Road.

On February 5, 2020, there was a water main break in the vicinity of 207th Street and Burn Road. The break occurred in a 10-inch asbestos concrete water main located on an inaccessible hillside. This water main break interrupted water service to three residential services located at the top of the hill. Since the break location was not accessible to repair, a new high density polyethylene (HDPE) pipe was installed from the base of the hill to the top of the hill using horizontal directional drilling construction method. Approximately 425-feet of replacement HDPE pipe was installed to restore service. Residents without water service

were placed in a local hotel until water service could be fully restored. Discussion followed with Mr. Kelly answering Council questions.

Resolution Declaring Certain Vehicles as Surplus

Assistant Finance Director Sheri Amundson reviewed a request to declare vehicles as surplus.

The City currently has several vehicles that are beyond their useful life that need to be declared as surplus in order to be properly auctioned off. In addition, there are fixed assets that were determined to be missing during the 2019 Fixed Asset Inventory that must be declared as surplus. They are included in Exhibit A. Discussion followed with Ms. Amundson answering Council questions.

Financing for New Fire Station 48

Finance Director Kristin Garcia reviewed financing options for new Fire Station 48.

The City is currently leasing space for Fire Station 48. The lease agreement was entered into April 1, 2018 and can be terminated by either party, at any time. The current owner of the facility would like the City to vacate as soon as possible as they would like to use the facility for a different purpose. The short term nature of the lease agreement is driving the City's need for a new fire station as there isn't an alternative facility that can be used.

The City issued a Request for Proposal (RFP) to seek financing options for construction of a new fire station. The RFPs were sent to 12 banks and posted on the City's website. The RFP was also sent to two bond underwriting firms. A total of five proposals were received, three were from banks and two were from bond underwriting firms. The City also reviewed the State's Local Program. The Local Program's interest rate is competitive at 2.49%, however, funding is only available three times per year and is based on an application process with no guarantee that funding will be awarded. The Local Program wasn't deemed a viable option at this time due to time constraints of when project funding would need to be available. After reviewing all proposals, staff is recommending Sterling Bank for the following reasons; competitive fixed interest rate, flexibility in prepayment terms, flexibility in drawing down bond proceeds instead of receiving all proceeds up front (which lowers the overall cost of financing) and the bank does not require any fees. Staff is requesting approval from Council to sign a term sheet with Sterling Bank which only authorizes continued negotiations with the bank and allows the bank to go through a credit approval process. A bond ordinance will be brought forward to Council as the final authorizing document to enter into a financing arrangement with Sterling Bank. Discussion followed with Ms. Garcia answering Council questions.

Professional Services Agreement with Karen Reed Consulting, LLC

City Administrator Paul Ellis reviewed the professional services agreement with Karen Reed Consulting, LLC.

The professional services agreement with Karen Reed Consulting, LLC is for work related to the Arlington-North County RFA Annexation Committee. The cost is estimated at NOT TO EXCEED \$50,000, but will be billed based on time and materials used. North County Regional Fire Authority has agreed to share the cost of the facilitation.

The Consultant will facilitate meetings of the Arlington-North County RFA Annexation Committee, including developing agendas, providing strategic advice, reviewing materials prepared by staff, developing materials related to governance issues, facilitating meetings, finalizing draft meeting summaries prepared by Arlington or RFA staff. The consultant will also participate in staff team meetings, developing agendas and facilitating meetings. Karen Reed has extensive experience working with public agencies in the formation and annexation of regional fire authorities. Discussion followed with Mr. Ellis answering Council questions.

Ordinance Amending Ordinance No. 2019-012 regarding Legal Description

City Administrator Paul Ellis reviewed the Ordinance of the City of Arlington, Washington Amending Ordinance No. 2019-012 to Correct the Legal Description for the Butler Wetland Annexation.

On May 6, 2019, Council approved Ordinance 2019-012, annexing the Butler property. Two parcels were unintentionally omitted from the legal description of the ordinance. Staff is requesting Council approve the new Ordinance to include the two parcels, for submission to the Office of Financial Management.

The City purchased this 51.53-acre property in 2000 with assistance from a Snohomish County Conservation futures grant. The intention was for passive recreation, open space, and wetland restoration. Since that time the Old Town Stormwater Wetland has been constructed on the property. The City applied to the Snohomish County Docketing process in October 2010 to include the property in the Arlington UGA. The docket was approved in May 2019, and the property is within the Arlington UGA. Discussion followed with Mr. Ellis answering Council questions.

Regional Fire Authority Update

City Administrator Paul Ellis provided an update to the Arlington-North County Regional Fire Authority (RFA) and the annexation committee meetings. Discussion followed with Mr. Ellis answering Council questions.

ADMINISTRATOR AND STAFF REPORTS

City Administrator Paul Ellis addressed the possibility of conducting remote Council meetings. He thanked Councilmembers for responding to his email regarding changing the spring retreat from Semiahmoo to a City facility and/or postponing the retreat.

MAYOR'S REPORT

Mayor Tolbert indicated City staff is closely tracking the local and national news regarding the COVID-19 epidemic. All employees are taking the highest level of precautions.

COMMENTS FROM COUNCILMEMBERS

None.

COUNCILMEMBER REPORTS

Councilmembers Michele Blythe, Jan Schuette, Mike Hopson, Marilyn Oertle, Debora Nelson, and Don Vanney provided brief updates, while Councilmember Jesica Stickles had nothing to report this evening.

PUBLIC COMMENT

Sarah Arney spoke of the old high school building and wondered if the City has plans to save the building and purchase to use as a community center. Mayor Tolbert stated the City is waiting to see what the school district's plans are.

REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING

Council discussed and agreed to place the following items on the Consent Agenda for the March 16, 2020 Council meeting:

4. Professional Services Agreement with Karen Reed Consulting, LLC
5. Ordinance Amending Ordinance No. 2019-012 regarding Legal Description

EXECUTIVE SESSION

None.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:09 p.m.


Barbara Tolbert, Mayor