



Minutes of the Arlington City Council Workshop

Council Chambers
110 East Third Street
January 28, 2019

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

Council Members Absent: Marilyn Oertle.

Staff Present: Mayor Barb Tolbert, Paul Ellis, City Attorney Steve Peiffle, Jonathan Ventura, Jim Kelly, Marty Wray, James Trefry, Kris Wallace, Kristin Garcia, Nova Heaton, Sheri Amundson, Dave Ryan, Kristin Banfield, Bryan Terry and Erin Keator.

Also Known to be Present: Gayle Roeber, Sarah Arney, Cristy Brubaker, Holly Sloan-Buchanan

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

Councilmember Debora Nelson moved to approve the agenda as presented. Councilmember Sue Weiss seconded the motion, which passed with a unanimous vote.

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

None.

WORKSHOP ITEMS - NO ACTION WAS TAKEN

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.

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.

Resolution Increasing the Finance Department Change Fund

Finance Director Kristin Garcia stated the Finance Department has an established change fund and requests the fund be increased from \$500 to \$850.

Utility Billing – Cycle Change

Finance Director Kristin Garcia started by explaining there was an error on the Council Agenda Bill; this agenda item is only informational and will not be presented on the February 4, 2019 meeting agenda. Ms. Garcia then continued to explain the utility billing process currently has two cycles, Cycle 1 billed on the 15th of the month and Cycle 2 billed on the 1st of the month. Effective April 1, these two cycles will be combined so that all customers will be billed on the 1st. The cycles are being combined so that the utility bills will be easier to understand. Additionally, one billing cycle will create process efficiencies helping the City to keep costs down. The transition period will cause some impacts to the customer. The due date for Cycle 1 will be changing from the 5th to the 20th of the month. Cycle 2 will receive a mid-month billing in March. To mitigate these impacts, late fees and shut offs will be waived for one month. The finance department will be available to assist customers during the transition. A communications plan has been developed and customers will begin receiving notification February 1 and will continue to receive notifications until the transition is complete. Discussion followed with Ms. Garcia answering questions.

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 with Mr. Kelly answering questions.

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 with Mr. Kelly answering questions.

Emergency Repair to Water Department Office

Public Works Director explained that staff is requesting that Council approve a resolution declaring an emergency situation that allows the Water Department to contract with a vendor for black mold removal without soliciting other quotes. Discussion followed with Mr. Kelly answering questions.

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

Development Services Manager Nova Heaton explained to Council that this is a resolution authorizing Community and Economic Development 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 with Ms. Heaton answering questions.

Miscellaneous Council Items

None.

ADMINISTRATOR & STAFF REPORTS

None.

PUBLIC COMMENT

None.

COUNCILMEMBER REPORTS

Councilmembers Nelson, Hopson, Schuette, Stickles and Weiss provided brief updates.

EXECUTIVE SESSION

None.

REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING

Council discussed and agreed to place the Resolution increasing the opening change fund for Finance Department and the Resolution approving the emergency repair to the Water Department office on the February 4, 2019 Consent Agenda.

ADIJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 7:56 p.m.


Barbara Tolbert, Mayor