



Minutes of the Arlington City Council Workshop

Council Chambers
110 East Third Street
September 9, 2019

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

Council Members Absent: None.

Staff Present: Mayor Barb Tolbert, Paul Ellis, Sarah Lopez, Kristin Garcia, James Trefry, Jonathan Ventura, Jim Kelly, Kris Wallace, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

Also Known to be Present: Diane Kamionka, Lindsey MacDonald, Don Vanney and family, Michele Blythe, Doug Buell, Avery Hufford, and 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

Mayor Pro Tem Marilyn Oertle 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

None.

PROCLAMATIONS

None.

WORKSHOP ITEMS – NO ACTION WAS TAKEN

Interagency Agreement with Western Washington University (WWU) for downtown corridor plan

Community Revitalization Manager Sarah Lopez introduced Lindsey MacDonald, program coordinator from Western Washington University. With the use of a PowerPoint presentation, Ms. MacDonald spoke about the WWU's Sustainable Communities program. Ms. Lopez stated that the City of Arlington has worked hard over the last several years on initiatives to revitalize the downtown corridor. Ms. Lopez proposed working with WWU on a strategic long-term plan that addresses retaining the character of the area, identifying improvements, capitalizing on the Centennial Trail, expanding the physical main street area, utilizing the main street programs, and identifying smart growth initiatives. Ms. Lopez reviewed a proposed contract with Western Washington University Sustainable

Communities program to create a downtown corridor plan with community input during the 2019-2020 academic year. Discussion followed with Ms. Lopez and Ms. MacDonald answering council questions.

Interlocal Fee Agreement with Northwest Innovation Resource Center (NWIRC)

NWIRC Executive Director Diane Kamionka provided an update about NWIRC. With the use of a PowerPoint presentation, Ms. Kamionka reviewed NWIRC's new programs and partnerships, including TheLab@everett, and upcoming TheLab@arlington. Community Revitalization Manager Sarah Lopez introduced a proposed contract with NWIRC for technical assistance for entrepreneurs and inventors and for programming at the future innovation center, TheLab@arlington. Discussion followed with Ms. Lopez and Ms. Kamionka answering council questions.

Contract with Process Solutions, Inc. for on-call Supervisory Control and Data Acquisition (SCADA) system maintenance services

Public Works Director Jim Kelly spoke of a proposed three-year service contract with Process Solutions to provide on-call SCADA system maintenance services. The Water Treatment Plant, Water Reclamation Facility, and Biosolids Compost Facility all use a Supervisory Control and Data Acquisition (SCADA) system to control the facilities' processes. The SCADA system includes programming and system monitoring to control the many integrated functions at each facility. The City issued a Request for Qualifications (RFQ) from five firms listed on the MRSC Consultant Roster to provide on-call SCADA Support services. Three firms expressed interest, one firm responded to the RFQ – Processes Solutions. The City has worked with Process Solutions in the past and they are a very good firm. Staff is recommending that the City enter into a three year service contract with Process Solutions. Discussion followed with Mr. Kelly answering council questions.

Full-time position request for public works inspector

Public Works Director Jim Kelly spoke of a request for a new FTE position, a Public Works Inspector, to perform inspection of infrastructure projects (*water, sewer, storm communication and transportation*). A full time Public Works Inspector position would provide Public Works inspection services, reporting services, and other services during the non-construction season (*project planning, traffic counts, intersection analysis, ADA Transition program, etc.*). Funding for this position would be from the Water, Sewer, Storm and Transportation funds. Discussion followed with Mr. Kelly and Administrative Services Director James Trefry answering council questions.

Recycling contract with Blue Marble Environmental

Public Works Director Jim Kelly spoke of a proposed Professional Services Agreement with Blue Marble Environmental to continue to provide coordinated waste management, waste reduction and recycling support services through 2019-2021. The City has been under a PSA with Blue Marble Environmental since 2006 to provide the citizens, businesses and industries of Arlington with coordinated waste management services promoting recycling and waste disposal reduction. This program has been funded, and will continue to be funded, under the Department of Ecology's Local Solid Waste Financial Assistance (LSWFA) program. This new proposed PSA will allow the City to continue to provide Arlington's

citizens, businesses and industries with coordinated waste management, waste reduction and recycling services. Discussion followed with Mr. Kelly answering council questions.

Contract for cemetery landscape maintenance

Public Works Director Jim Kelly spoke of a proposed resolution to waive a minor bid irregularity and award the Cemetery Maintenance contract to the low bidder, Southern by Design.

In 1998 the City of Arlington took over operation and maintenance of the Arlington Cemetery. Since assuming operations, the cemetery grounds maintenance has been performed by City M&O staff. With all of the responsibilities placed on the M&O Department, this responsibility has become very burdensome.

After the City publically advertised for Cemetery Landscape Maintenance Services, three bids were received. Southern By Design, the low bid, called before the bid due time saying they were in traffic and would try to make it by bid time; however, they showed up 20 minutes late.

After conferring with the City Attorney, staff is recommending awarding the contract to Southern by Design because: 1) they called before the bid due time and relayed that they were in traffic, 2) they were not aware of the other bid opening prices, and 3) their bid is substantially less than the other bidders. Discussion followed with Mr. Kelly answering council questions.

Mr. Kelly was asked by council about the status of the temporary signal to be installed at Hwy 530 and Smokey Point Blvd. He stated he is in negotiations with WSDOT.

Mr. Kelly was also asked about the status of Merchants Parking Lot paving project, and stated the project should start shortly, and take approximately a week to complete.

Miscellaneous council items

Councilmember Schuette distributed handouts outlining Tim Eyman's NO976, I-976 Funding Impacts: Snohomish County.

MAYOR'S REPORT

Mayor Tolbert thanked Finance Director Kristin Garcia for the great audit exit conference, and indicated each year Ms. Garcia has been with the City, there has been a clean audit.

ADMINISTRATOR AND STAFF REPORTS

City Administrator Paul Ellis spoke of starting the upcoming September 23 workshop 30 minutes early because of a long agenda, including the Transportation Improvement Plan (TIP) six-year plan. Councilmembers will be emailed an Outlook invitation.

Mr. Ellis also indicated that M&O employee Ron Johnson will be retiring October 1.

PUBLIC COMMENT

None.

COUNCILMEMBER REPORTS

Councilmember Jan Schuette provided a brief update, while Councilmembers Hopson, Oertle, Nelson, Roundy, Stickles, and Weiss had nothing to report this evening.

EXECUTIVE SESSION

City Attorney Steve Peiffle announced the need for an executive session for discussion of pending or potential litigation [RCW 42.30.110(1)(i)] until 8:30 p.m.

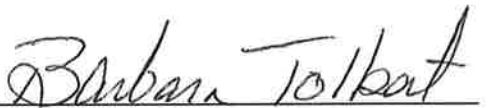
Council recessed at 8:13 p.m. and reconvened at 8:30 p.m.

REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING

No review.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:31 p.m.


Barbara Tolbert, Mayor