

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NO: Consent C 1

DATE: November 8, 2007

SUBJECT: Council Minutes

CONTACT PERSON: Laura Koenig, City Clerk

SUMMARY: Attached are the minutes of the October 18, 2007 regular Council meeting as on file in the Office of the City Clerk.

RECOMMENDED ACTION: Approve as submitted.

MOTION: Move to accept the consent agenda as presented.

COUNCIL ACTION:

DATE:

CITY OF SULTAN COUNCIL MEETING – October 18, 2007

The regular meeting of the Sultan City Council was called to order in the Sultan Community Center by Mayor Tolson. Councilmembers present: Wiediger, Slawson, Seehuus, Flower, and Blair. Absent: Boyd and Champeaux

CHANGES/ADDITIONS TO THE AGENDA:

Consent: Move consent item #10 Library Annexation to Action Item #1.
Remove consent item # 3 – John Galt Contract.

COMMENTS FROM THE PUBLIC

Lawrence Knoder: Complained about the noise from the vehicles on 8th street and the gangs of teenagers that hang out at the bus stop. The noise violates the City's ordinance and he would like police to take action.

Loretta Storm: Advised that she served the City with \$10 million tort claim from Fred Walser. In regards to the situation with the growth management board decisions, the City must comply with the requirements or they will be subject to sanctions from the Governor.

HEARINGS:

Connwill Duplex: The public hearing on the Connwill Duplex was called to order by Mayor Tolson. There were no objections to the Council participation.

Staff:

Presented by Rick Cisar, Community Development Director.

The Hearing Examiner held an Open Record Hearing on September 11, 2007 and considered a request to construct a duplex at 818 - 5th Drive, Sultan, WA File Number CUP07-001. Based on the Findings of Fact, Principles of Law, Discussion, and Conclusions the testimony and evidence submitted at the Hearing, the Hearing Examiner's site visit, the Hearing Examiner recommends approval of a Conditional Use Permit to construct a duplex at 818 - 5th Drive subject to the six conditions in the Hearing Examiner's report.

Councilmember Slawson asked if the level of service requirements apply to this project. Staff advised that the project is exempt from level of service requirements.

There was no public input.

On a motion by Councilmember Seehuus, seconded by Councilmember Slawson, the hearing was closed. All ayes.

CONSENT AGENDA:

The following items are incorporated into the consent and approved by a single motion of the Council. On a motion by Councilmember Seehuus, seconded by Councilmember Flower, the consent agenda was approved as amended. Wiediger – aye; Slawson – aye; Seehuus - aye; Flower – aye; Blair – aye;

- 1) Minutes of the September 27, 2007 regular Council Meeting as on file in the Office of the City Clerk.
- 2) Approval of vouchers in the amount of \$266,656.02 and payroll through October 5, 2007 in amount of \$43,793.42 to be drawn and paid on the proper accounts.
- 3) Authorization for the Mayor to sign the professional service agreement with PACE Engineers Inc for a boundary survey for the Wastewater Treatment Plant.
- 4) Authorization for the Mayor to sign the professional service agreement with Sultan Insurance for broker services.

CITY OF SULTAN COUNCIL MEETING – October 18, 2007

- 5) Authorization for the Mayor to sign the Interlocal Agreement with Snohomish County for Furnishing Equipment Maintenance and Repair service.
- 6) Resolution 07-25 authorizing the surplus and disposal of unneeded equipment.
- 7) Authorization to proceed with a request for proposal for Attorney services.
- 8) Authorization to proceed with a request for proposal of Information Technology service.

ACTION ITEMS:

Ordinance 957-07 Library Annexation: Deborah Knight, City Administrator, discussed the background on the annexation into the Sno-Isle District and the impact on the General Fund. If the annexation goes through, the City would no longer pay a separate fee for services. If the annexation fails, the library would close. Councilmember Boyd had made a comment at a prior meeting that the City would continue to fund the library if the annexation fails and the issue was discussed further during the Budget retreat.

Arch Fonken from Sno-Isle advised that they are pursuing annexation with all the cities and that those cities that don't annex will probably see an increase in the annual fees.

Brief discussion was held regarding janitorial costs, increased service and the need to move forward with the annexation.

On a motion by Councilmember Flower, seconded by Councilmember Blair, Ordinance 957-07 was adopted. All ayes.

Resolution 07-26 Connwill Duplex: A closed record hearing was held during the meeting and the Hearing Examiner has recommended approval of the application. On a motion by Councilmember Blair, seconded by Councilmember Seehuus, Resolution 07-26 was adopted. All ayes.

CDBG Grant – 2nd Street: In 2007 the City of Sultan applied to CDBG for Phase II of this project that would extend the improvements from Alder to Cedar Avenue. Funding was not received at that time. This grant application will be an extension to the current grant and allow reconstruction from Main Street to Cedar Street.

On a motion by Councilmember Seehuus, seconded by Councilmember Slawson, staff was directed to apply for a CDBG Grant for improvements to 2nd Street, Phase II and the Mayor was authorized to sign the necessary forms for the application. All ayes.

Sultan Basin Road Phase III – Certified Agent: The City is required to contract with a certified agent for projects that have federal funds. Snohomish County was the certified agent for Phase I and II of the Sultan Basin Road project and they have requested \$50,000 to be the CA for Phase III. City staff recommends executing an agreement with WSDOT to act as the city's certified agent for project administration for the Sultan Basin Road Project – Phase III. WSDOT staff estimates there will be minimal costs for CA services (approximately \$1,000). There will be other WSDOT costs for environmental review, channelization plan review, signal review, and other costs associated with the technical review of the project.

On a motion by Councilmember Slawson, seconded by Councilmember Seehuus, the Mayor was authorized to sign the letter of agreement with WSDOT.

DISCUSSION ITEMS:

Enterprise Fund Budgets: Connie Dunn, Public Works Director, discussed the 2008 budget proposals for the Enterprise (Water, Sewer, Garbage and Cemetery) Funds.

Street Fund: The Street Fund has been reduced to provide for necessary maintenance and street lights. It is anticipated that the fund will have a reserve balance at the end of the year.

CITY OF SULTAN COUNCIL MEETING – October 18, 2007

Cemetery Fund: The fund receives revenues from lot and burial services. It is recommended that the City proceed with the niche wall for ash burials in 2008. Brief discussion was held on the number of lots available in the cemetery, how many spaces will be created by the niche wall, amount of reserves in the trust fund and the possible use of an outside source for burials.

Garbage: The fund is well managed and will have a surplus at the end of the year. The City provides residential and commercial service as well as recycling. Service is provided three days a week and it may have to increase when the plats are developed. Staff has recommended that reserve funds be transferred to the equipment reserve fund to purchase new equipment.

Water: The fund is currently out of balance and additional revenue sources and expenditure reductions are needed. New compliance requirements have increased operational costs. The City is in the process of transferring over to electronic meters which will increase accuracy on tracking water usage and increase revenues. Staff has recommended that a rate study be completed in 2008 to determine if the current rates are adequate to cover operational costs.

Sewer The fund is currently balance. Bio-solid handling costs have increased.

Stormwater Utility: This will be a new fund in the 2008 budget. Staff will develop an expenditure budget and then establish a fee. Brief discussion was held commercial rates.

Capital Fund Budgets: Deborah Knight, City Administrator, discussed the 2008 Capital Budget for the park, street, water and sewer funds. There are several different funding sources for the projects which included grants, loans, REET, connection charges and developer contributions. The project list is a continuance of current projects. The Council needs to decide which projects will be included in the 2008 budget.

Volunteer Programs: Donna Murphy provided the staff report. The Council Subcommittee met on October 4, 2007 and reviewed sample volunteer programs from other cities with staff and determined that the City of Woodinville's Program matched Sultan's volunteer needs the best. The Council Subcommittee decided to use the City of Woodinville's contract and documents as a model for Sultan and gave staff direction regarding edits and additions to the documents. Staff will continue finalizing the Volunteer Policies and Procedures and related documents and bring them back to the Subcommittee at a later date. Due to the severe budget cuts it was determined that a Volunteer Program Coordinator was needed to oversee existing volunteer projects and initiate new programs.

Five Volunteer Program categories were identified:

1. Block Watch
2. Street Cleanup
3. Parks
4. Office
5. Downtown

The matter has been discussed with the Union to resolve any labor issues. Staff was directed to move forward with the program and to request a written agreement from the Union.

CITY OF SULTAN COUNCIL MEETING – October 18, 2007

PUBLIC COMMENTS

Loretta Storm: Thanked the Council for the strong support on the vote for the library.

Jeffrey Beeler: Received information on the budget and received an e-mail regarding the library annexation. There were comments about funding if the vote fails and the Council is not being honest with the citizens. Other cities made a stand in their comments to the citizens. Recommended that the Council make a firm stand on what the City will do with the money if the annexation goes through and tell people how you will spend the money.

Traci Hoenstine: Advised that she appreciates the questions from Council about the budget.

COUNCIL COMMENTS

Slawson: The volunteer program will be good for the City as it will allow people to take ownership of the streets and the neighborhoods again.

Seehuus: Thanked Mr. Beeler for his comments about the library.

Blair: Mr. Beeler had some good comments on the library.

Executive Session: On a motion by Councilmember Seehuus, seconded by Councilmember Flower, the Council adjourned to executive session for twenty minutes to discuss pending litigation and personnel. All ayes.

Adjournment: On a motion by Councilmember Seehuus, seconded by Councilmember Blair, the meeting adjourned at 9:15 PM.

Benjamin Tolson, Mayor

Laura J. Koenig, City Clerk