

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: July 23, 2009
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the July 9, 2009 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.

CITY OF SULTAN COUNCIL MEETING – July 9, 2009

The regular meeting of the Sultan City Council was called to order in the Sultan Community Center by Mayor Eslick. Councilmembers present: Champeaux, Wiediger, Slawson, Flower, Blair and Davenport-Smith. Absent: Beeler

Executive Session: On a motion by Councilmember Blair, seconded by Councilmember Slawson, the Council adjourned to executive session for thirty minutes to discuss real estate acquisition and union issues. All ayes.

CHANGES/ADDITIONS TO THE AGENDA

Consent – Add excused absence of Councilmember Beeler

Discussion – Add discussion on City flag.

COMMENTS FROM THE PUBLIC:

Rusty Drivstuen: Requested the City trim or removed the trees on the adjacent property as they are blocking the view of his store (Chevron – west end of the City) from customers. Recommended the City consider a stop light at Rice Road and Highway 2 for safety reasons.

Barbara and Jon Kalinoski: Submitted a letter to the Council expressing concern about the kids riding bikes and skateboards on the City sidewalks. Requested the Council consider expanding the current code to restrict bikes and skateboards all the time instead of just during special events.

COUNCILMEMBER COMMENTS

Champeaux: Agrees there is a safety issue in the three lane section of Highway 2 and it would be nice to trim the trees so the business is visible.

Wiediger: Speed on the highway is an issue and needs to be addressed.

Davenport-Smith: Attended the AWC conference and it was very worthwhile. She learned a lot and looks forward to sharing ideas with the Council and staff.

Flower: The sight issue is a problem with the trees blocking the view of the business. There are safety issues with the intersection and it does need some type of signal.

Blair: They have been trying to build a fence and have been frustrated with the process of getting information on their lot. Has made contact with the people from ABATE and Debbie Copple about the construction and condition of the Highway 2 to provide information to participants of the Motorcycle show during Shindig.

Slawson: He has obtained permission to put up alternate route signs for the motorcycles so they can get to the Shindig safely.

Mayor: Thanked Councilmembers Blair and Slawson for their assistance with resolving the safety issues for motorcycles during the Shindig. The trees along the Highway and at the East end of Main Street need to be trimmed. The signs at Osprey Park have been destroyed and need to be removed. The safety issue at Rice road and Highway 2 need to be addressed.

PUBLIC HEARINGS:

2009 Budget Amendments: The public hearing on amendments to the 2009 budget was opened by Mayor Eslick. Minutes of the hearing are included in the minute book.

CITY OF SULTAN COUNCIL MEETING – July 9, 2009

CONSENT AGENDA: The following items are incorporated into the consent and approved by a single motion of the Council. On a motion by Councilmember Champeaux, seconded by Councilmember Slawson, the consent agenda was approved as amended. Champeaux – aye; Wiediger – aye; Slawson – aye; Flower – aye; Blair – aye; Davenport-Smith – aye, abstained on the minutes.

The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Approval of the June 25, 2009 Council Meeting Minutes as on file in the Office of the City Clerk.
- 2) Approval of Vouchers in the amount of \$410,289.03 and payroll through June 26, 2009 in the amount of \$55,672.88 to be drawn and paid on the proper accounts.
- 3) Authorization for the Mayor to sign an on-call planning service contract with Eric Ireland not to exceed \$10,000.
- 4) Adoption of Resolution 09-11 setting a policy for use of the Community Center meeting room.
- 5) Set a public hearing on the 2010-2015 Transportation Improvement Plan for July 23, 2009.
- 6) Confirm the appointments of Frank Linth and Jerry Knox to the Planning Board.
- 7) Excused absence of Councilmember Beeler from the July 9, 2009 Council meeting.

ACTION ITEMS:

Phone Service Change:

The issue before the City Council is to authorize an agreement with Comcast to change service providers from Verizon to Comcast for phone and Internet service. Comcast phone service would be provided via cable (digital voice).

The key change is that main in-coming lines (“hunt group”) to the city’s phone hardware and software would be transferred to Comcast digital voice. Out-going calls, with the exception of elevator and fire alarm systems, would be routed through the city’s hardware and software systems and travel through Comcast’s cable system. Because Comcast doesn’t provide voice-mail at this time, incoming calls to the City’s direct dial numbers would come into the City’s hardware system and voice mail via Verizon. Outgoing calls would be routed through the hardware and software to Comcast cable.

The saving to the City comes from the unlimited long-distance provided by Comcast. The benefit of having both Verizon and Comcast is the redundancy. The downside of Comcast is that service is dependent on electricity. When the power “fails” there is no phone service. Under the staff proposal, the city would retain service even during a power outage through the Verizon direct dial connections.

Steve Howard with Comcast, commented that the internet service will be faster and the City should see a savings of \$7,400 over three years. The contract provides for a set rate for three years. The City may need to consider a battery backup for power outages.

Brief discussion was held regarding the need for a battery backup, voice mail and the need to attach the terms and conditions to the contract.

On a motion by Councilmember Blair, seconded by Councilmember Slawson, the Mayor was authorized to sign a contract with Comcast for phone service after the City Attorney’s review. All ayes.

CITY OF SULTAN COUNCIL MEETING – July 9, 2009**Matt & Associates Professional Service Contract:**

The issue before the City Council is to authorize the Mayor to sign a professional services contract not to exceed \$1,250.00 with Matt and Associates for an analysis of the public works administrative assistants' job duties and essential functions

On a motion by Councilmember Champeaux, seconded by Councilmember Flower, the Mayor was authorized to sign a professional service contract with Matt and Associates for personnel services. All ayes.

Driftmier Architects Professional Service Agreement:

City staff recommend authorizing the Mayor to sign a contract for services with Driftmier Architects to complete a facilities assessment by September 1, 2009. This timeline will allow the City to complete some facility improvements in 2009. It will also provide the City with information necessary to prioritize building repairs and develop a budget for 2010.

Councilmember Blair requested specific verbage in the contract regarding scope of work and cost for the work. Does not want to allow the option for the consultant to request additional funds as they are professionals and know what the time requirements are to complete the work.

On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, the Mayor was authorized to sign a contract for services with Driftmier Architects not to exceed \$16,300 to complete a facilities assessment by September 1, 2009 and to amend the proposed contract to limit the maximum payment to the attached scope of work. All ayes.

Bid Award – 10th Street Demolition:

Staff is recommending City Council authorize award of the House Demolition to Sky Valley Excavation and Rockeries Inc., as the lowest responsible bidder. This will allow staff to notify the contractor July 10, 2009 and issue a notice to proceed on demolition of the property upon receipt of Performance Bond and completion of Puget Sound Clean Air Agency mandates.

On a motion by Councilmember Slawson, seconded by Councilmember Flower, the bid was awarded to Sky Valley Excavation & Rockeries, Inc. for demolition of the houses and sheds located at 107 ½ 10th Street Units A & B, Sultan. All ayes.

Ordinance 1053-09 Budget Amendments:

The Council held a public hearing on the proposed 2009 budget amendments during the meeting. The Council concurred with the staff recommendations for budget amendments.

On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, Ordinance 1053-09 was introduced and passed on to a second reading. All ayes.

DISCUSSION**Permit Task Force:**

The issue before the City Council is to consider a public request to establish a permit efficiency task force. The purpose of the task force would be to develop recommendations for improving the City's procedures for issuing planning and building permits. The Task Force would work through the summer and fall of 2009 and give the City time to adjust the process before building activity starts up again.

Discussion was held regarding the amount of staff involvement and additional meetings required; Incorporating the process into the Latimore project; the time line for permit processing now and the potential for having County staff available two half days a week to review permits. Staff was directed to prepare a work plan and proceed with the formation of a Permit Task Force.

CITY OF SULTAN COUNCIL MEETING – July 9, 2009**Council Meeting Day:**

The issue before the Council is to discuss a potential change of the day of the week the Council meetings are held. After a brief discussion regarding conflicting meetings, it was the consensus of the Council to keep the meetings on Thursday.

Water General Facility Charge:

The issue before the City Council is to discuss the methodology used to set the water general facility charge adopted on June 25, 2009 by Ordinance No. 1043-09. The matter was deferred to the July 23, 2009 Council meeting.

City Flag: Councilmember Davenport-Smith requested the Council provide funds in the budget for a City flag. AWC Conference has a parade of flags each year and Sultan does not participate as we do not have a flag. Councilmember Slawson noted that Sultan is not represented in the flag pavillion in Olympia either. The Council concurred with the concept of a City flag and requested staff provide funds in the budget.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Tom Green: The Permit Task Force is a good idea as it is taking a month and a half to get a building permit. The tax credit expires in November and the homes need to be built in a timely manner. The City used to have a staff member available a couple of days a week and maybe that would be a solution.

Janet Peterson: Thanked the Council for the care they take and for paying attention to the details.

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Blair: Staff is working on improving the building permit process.

Davenport-Smith: Thanked Laura Koenig for the budget report – it was easy to read and understand.

Slawson: According to the SMC, it is against the code to have skateboards, bike and scooters on the sidewalks.

Champeaux: There are no bikes, dogs, or skateboards in the Shindig event area.

Mayor: The Code Enforcement Officer will be working over the Shindig.

Adjournment: On a motion by Councilmember Blair, seconded by Councilmember Slawson, the meeting adjourned at 8:40 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk