

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: August 27, 2009  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the minutes of the August 13, 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 – August 13, 2009**

The public meeting on the FEMA Repetative Flood Loss Property was opened by Mayor Pro-tem Wiediger. Councilmembers present: Champeaux, Slawson, Flower, Beeler, Blair and Davenport-Smith

**FEMA Repetative Flood Loss Property:**

The issue before the Council is to conduct a public meeting informing the public of the City of Sultan's intent to purchase and demolish two Repetitive Flood Loss properties:

- 107 2<sup>nd</sup> Street, Sultan, WA
- 211 1<sup>st</sup> Street, Sultan, WA

At the April 23, 2009 City Council meeting the Council unanimously voted to authorize Mayor Eslick to direct staff to submit two Mitigation Project Letters of Intent to apply to the State of Washington Military Department of Emergency Management Division for a Hazard Mitigation Grant to purchase and demolish 107 2<sup>nd</sup> Street and 211 1<sup>st</sup> Street, Sultan, WA. Department of Ecology has confirmed these properties are eligible for the grant program. Once the structure is demolished, the property will become open space/parkland for the citizens of Sultan to enjoy.

As part of the application process, the State of Washington Military Department Emergency Management Division requires grant applicants to conduct a minimum of two public notices and two public meetings during the month of August, 2009 for project applications to meet program eligibility.

**Public:**

Dan Erickson: Property owner at 107 2nd Street since 1989. After the first flood, he spent \$30,000 to fix his property and he has continued to lose property and vehicles during the floods over the years. During the flood, they can not access their home and must clean up a mess afterwards. This is a good move for the city, county and state to purchase and demolish his home.

The public meeting was closed.

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Carolyn Eslick, Mayor

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Laura Koenig, City Clerk

**CITY OF SULTAN COUNCIL MEETING – August 13, 2009**

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

**CHANGES/ADDITIONS TO THE AGENDA**

Consent: Move WWTP Centrifuge Change Order to Action

Discussion: Move WWTP Property Purchase to Action

**PRESENTATIONS**

**US Census – Complete Count Committee:** Marcell Maddox provided an overview of the 2010 Census which is designed to be a total count and has occurred every 10 years since 1790. There will be ten basic questions on the questionnaire and there will also be a longer survey form. The importance of the census is the accurate population count as shared revenues are based on the city's population. The census is very confidential, and is easy and safe for citizens. The City can take part in the census by establishing a complete count committee or by participating on the County's committee. The objective of the committee is to provide information to the public on the importance of the census.

Brief discussion was held on the importance of the census; using the City/School committee as the Complete Count Committee; the benefit to the city with forming it's own committee instead of working with the County.

**30 Years of History:** Laura Koenig and Donna Murphy provided a history of the City over the past 30 years. When they were hired in 1979, the accounting and utility books were done by hand. In 1982 the City bought a computer and moved from manually prepared documents to computer generated files and reports. Mayor Pro-tem Wiediger presented Donna Murphy with a Certificate of Appreciation for 30 years of service.

**COPS Grant Update** – Ryan Spott provided an update on the COPS camera system. The original budget included 10 permanent and 2 portable cameras. A budget amendment is pending approval and will provide 27 cameras and 3 portable cameras. The next set of cameras will have higher resolution capable of facial recognition. The public will be able to view the cameras on Highway 2 but the other cameras will have limited access.

**COMMENTS FROM THE PUBLIC:**

**Larry Foley:** President of Sultan Central Cascade Football Association, requested permission to put a display case in City Hall to show off trophies and pictures of the teams. The goal is to present a positive image of kids. They will be responsible for maintenance and the displays in the case. There are currently 125 players and cheerleaders participating in the program.

**Bob Knuckey:** Invited everyone to a photo opportunity on August 19th at 5 PM at Osprey Park to promote the Adopt a Street Program. 104 people involved in the program and half of them are kids. He would like to see Council members attend to show the kids the City supports them.

**COUNCILMEMBER COMMENTS**

**Champeaux:** Thanked Mr. Foley for his presentation and he would like to see the staff work with them on the display case to help support of the kids. Thanked Deborah Knight for working with the Post Office to get the cars out from in front of the murals.

**Slawson:** Great night for presentation. Thanked the Spott's for the work on the cameras.

**CITY OF SULTAN COUNCIL MEETING – August 13, 2009**

Davenport-Smith: Great presentations. Asked who is responsible for checking the operational status of the fire hydrants? (Connie Dunn advised the Water Department maintains and flushes the hydrants and is developing a map of the system).

Flower: Great presentation – thanked everyone for their service. Provide an update on the Health District. There have been some drastic cuts to reduce the budget by \$850,000. There were difficult decisions to make on which programs to cut or reduce and there were additional staff cuts. Dr. Goldblum will attend the Chamber meeting in September to discuss the status of the Health District and how to deal with the swine flu.

Blair: Thanked Mr. Knuckey and Mr. Foley for their work with the community; they that make this good place to live. Thanked the Spotts for working on the camera project and reducing costs. Hope the cameras will deter crime and be a selling point for the community.

Beeler: Asked why the Fire Department can't check the hydrants? (Connie Dunn advised they belong to City and we are responsible for maintenance). The Spotts have done a good job on the camera system.

Wiediger: Thanked the Knuckeys and Mr. Foley for the good job of working for the community. Thanked Laura Koenig and Donna Murphy for their presentation.

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

- 1) Approval of the July 23, 2009 Council Meeting Minutes as on file in the Office of the City Clerk.
- 2) Approval of the July 23, 2009 Public Hearing minutes on the 6 Year Transportation Plan as on file in the Office of the City Clerk.
- 3) Approval of Vouchers in the amount of \$142,4276.30 and payroll through July 24, 2009 in the amount of \$60,800.67 to be drawn and paid on the proper accounts.
- 4) Award of the bids for surplus equipment for the 2000 Ford Crown Victoria and 2008 Liberty Safe.
- 5) Adoption of Resolution 09-16 and 09-17 granting a one month Franchise Extension with Rabanco for recycling, yard waste and roll-off commercial services.
- 6) Adoption of Ordinance 1055-09 amending Title 3.30 – Claims Against the City.
- 7) Adoption of Ordinance 1054-09 amending title 3.64 – Fiscal Agent.
- 8) Approval of the June 30, 2009 minutes of the Joint Council and Planning Board meeting as on file in the Office of the City Clerk.
- 9) Approval of the Sub-committee recommendations for relief for excess utility charges.

**ACTION ITEMS:****Planning Board Appointment:**

The Mayor recommended Bob Knuckey to fill the open position on Planning Board.

On a motion by Councilmember Champeaux, seconded by Councilmember Davenport-Smith, the appointment of Bob Knuckey to the Planning Board was confirmed. All ayes.

**CITY OF SULTAN COUNCIL MEETING – August 13, 2009****Larimore Contract:**

The Latimore project has provided the city with an operational permit tracking system. The system has additional capabilities that will be highly beneficial to operations, and staff needs additional implementation support from Mr. Latimore to make the installed system as effective as possible. The work proposed in this contract extension involves additional permit processes (mostly land use procedures), staff support and training, and integration with the city's Springbrook Financial Management system.

At this time, the budget has received excess building and plan check permit fees in the amount of \$18,800. The balance of the proposed amount (\$9,200) is available in the Building Department where professional services for the County's Fire Marshall were allocated. The County's services have been very economical and there will be at least \$10,000 additional in that line item at the end of the year to cover this proposed project. Existing funds are available to cover the full amount of \$28,000 proposed for this additional scope of work.

The Springbrook upgrade will be covered as a separate budget item and the cost will be covered by existing budget funds.

On a motion by Councilmember Blair, seconded by Councilmember Beeler, the Mayor was authorized to sign a contract amendment with the Latimore Company to accomplish the additional tasks described in the scope of work. All ayes.

**Resolution 09-14 Henry M. Jackson Hydroelectric Project and Culmback Dam Safety:**

The city and Fire District 5 have been meeting irregularly for the past year with representatives from PUD to discuss PUD's desire to construct habitat enhancement projects on city property to satisfy requirements in a proposed settlement agreement to relicense the Henry M. Jackson Hydroelectric Project.

During the negotiation meetings, the city and fire district have been urging PUD to provide an operable dam safety warning system. Since the beginning of the relicensing process in 2005 PUD representatives have resisted on the basis that there is no relicensing requirement for a warning system. Mayor Carolyn Eslick and Fire Chief Merlin Halverson met with PUD representative on July 23, 2009 to continue negotiations. The PUD offered to pay the City to acquire city land and easements for habitat enhancements. The city could use the funds to purchase, install and maintain a warning system. The city and fire district maintain land acquisition for habitat enhancements and an operable warning system are two separate issues. The PUD should provide separate funding for a warning system.

At this point, members of the Sultan Basin Emergency Preparedness Alliance created by Resolution 06-03 are recommending a joint letter to the Snohomish County PUD board of commissioners. The letter requests the commissioners consider an organizational and financial commitment to a warning system that is dedicated to protecting the lives and property of people living below the dam.

Brief discussion on the need for PUD to take responsibility for the alarm system.

On a motion by Councilmember Beeler, seconded by Councilmember Slawson, Resolution 09-14 was adopted and the Council endorsed the letter of support the July 29, 2009 to the Snohomish County PUD No. 1 Board of Commissioners, urging the Commissions to recognize the obligation to provide funding for installation and long-term maintenance of a dam safety warning program to protect life and property of the citizens of Sultan from potential failure of the Culmback Dam. All ayes.

**Resolution 09-05 6 Year Transportation Improvement Plan:**

State law (RCW 35.77.010) mandates that all local jurisdictions annually adopt and submit to the state a six-year program of transportation improvements known as the Local TIP.

**CITY OF SULTAN COUNCIL MEETING – August 13, 2009**

**Resolution 09-05:** The City Council conducted a public hearing on the 2010-2015 Transportation Improvement Plan (TIP) on July 23, 2009, and provided an opportunity for citizens to comment regarding the proposed plan. No comments were received.

On a motion by Councilmember Slawson, seconded by Councilmember Flower, Resolution 09-15 approving the 6-year (2010-2015) Transportation Improvement Plan was adopted. All ayes.

**Bid Award – Lighted Cross Guard:**

In 2002 the City received a grant award from CDBG to install the first lighted crosswalk. The project was very successful and the City applied for funding on 2 additional crosswalks and was awarded \$53,812.00 in December 2006. The prior requests for bids exceeded the amount of funding available. Staff is recommending the City Council authorize the purchase of one (1) Lightguard Lighted Crosswalk Signal System from Sea-Tac Lighting & Controls, LLC., as the lowest responsible bidder and is also requesting authorization to pay for the equipment in advance saving an additional 5% on the quoted price.

Brief discussion was held regarding the previous estimates, labor costs and installation. The City can purchase the equipment, request PUD install the power and have city staff install the equipment. There is approximately \$36,000 available for installation.

On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, approval was given to purchase the Lightguard Lighted Crosswalk from Sea-Tac Lighting as the lowest responsible bidder based on the specifications set by the City Engineer, at the 5% discounted price of \$16,990.04 for pre-payment. and that PUD put in the pole and city staff does the labor. All ayes.

**Ordinance 1056-09 Water General Facility Charge:**

Following First Reading of Ordinance No. 1043-09 on June 11, 2009, the City Council directed staff to return to Council for a discussion of the methodology used to set the water general facilities charge (GFC). On July 23, 2009 the city council reviewed the methodology used to set the water general facility charge. The general facility charge adopted by Ordinance No. 1043-09 was \$6,209. After the methodology was evaluated, the council directed staff to reduce the general facilities charge by \$10.00 to reflect the increase in the calculation of total ERUs for the time period.

On a motion by Councilmember Beeler, seconded by Councilmember Slawson, Ordinance 1056-09 was adopted on first reading. All ayes.

**CTED Energy Efficiency and Conservation Grant:**

The issue before the Council is to submit a grant application to Community Trade and Economic Development (CTED) for an Energy Efficiency and Conservation Grant for \$135,000.

The Energy Efficiency and Conservation Block Grant Program was authorized through the Recovery Act and provides funds through the U.S. Department of Energy to units of local and state government. The purpose of the EECBG Program is to assist eligible entities in creating and implementing strategies to:

1. Reduce fossil fuel emissions in a manner that is environmentally sustainable and to the maximum extent practicable maximizes benefits for local and regional communities.
2. Reduce the total energy use of the eligible entities.
3. Improve energy efficiency in the building sector, transportation sector, and other appropriate sectors.

Snohomish County PUD is a willing partner in this application and has met with administration from the City of Sultan to discuss a proposed scope of work for this grant program.

**CITY OF SULTAN COUNCIL MEETING – August 13, 2009**

**CTED:** On a motion by Councilmember Blair, seconded by Councilmember Flower, the Mayor was authorized to direct Staff to submit a grant application to the CTED Energy Efficiency and Conservation Grant Program in the amount of \$135,000 for energy efficiency improvements and upgrades to City facilities based on the recommendations from the Energy Audit provided by PUD. All ayes.

**WWTP Centrifuge Change Order:**

Triad Mechanical Inc. (TMI) submitted Change Order (CO) 1a & 2a at the same time. The Change Orders were combined into one, CO # 1. The last submittal from Alfa Laval, centrifuge manufacture, was sent to TMI advising there needed to be a change in the installation of the solids handling building. Because of the tight fit of the centrifuge equipment in Sultan's building the centrate piping and venting needed to be modified; including minor changes to the foundation for the centrifuge equipment and monorail support. The centrifuge project has a 10% contingency in the amount of \$64,000. Change Order # 1 in the amount of \$12,693.71 will be covered by the contingency amount.

Brief discussion was held regarding the design of the project; calculation errors; responsibility for errors in the bid; and the need to monitor the project closely to prevent additional change orders. On a motion by Councilmember Slawson, seconded by Councilmember Flower, the Mayor was authorized to sign Change Order 1 with Triad Mechanical for the WWTP centrifuge project in the amount of \$12,693.71. All ayes.

**WWTP Property Purchase Options:**

The issue before the Council is to discuss potential funding sources to acquire property adjacent to the Wastewater Treatment Plant and to negotiate a contract with Certified Land Services to provide an appraisal and acquisition services.

Staff has identified the following fund source alternatives:

- 1) The City could use reserve funds for the purchase. The CR Sewer Utility fund has \$358,000 available. This is not a preferred option as it would deplete the reserve funds that are needed to move forward with the WWTP expansion.
- 2) The City could enter into a multi-year contract with the property owner for the purchase. This would need to be at least a five year (5) contract with interest rates comparable to the Local Options program.
- 3) The City could make application to the State of Washington Local Options program to fund the purchase. The term of the loan is 5 to 20 years and the current interest rates are 3.30% to 5.26% depending on the term.

On a motion by Councilmember Slawson, seconded by Councilmember Champeaux, staff was authorized to proceed with an appraisal on the property and the Mayor was authorized to negotiate a contract with Certified Land. All ayes.

**DISCUSSION****Comprehensive Plan Survey Questions:**

The city council is preparing to undertake a statistically valid survey of community opinions and interests on a range of planning and service-related issues. This effort is a significant kick-off of the activities leading up to the 2011 Comprehensive Plan revision. EMC, the survey consultant selected by the city council in May, recommended the city identify the specific policy questions. EMC stressed that the questionnaire is a tool to help understand what goals the city wants to achieve by undertaking the survey. The time frame is have the survey questions completed by mid-August and start the survey in September with results in November.

**CITY OF SULTAN COUNCIL MEETING** – August 13, 2009

**Comp Plan:** Discussion was held regarding: The terminology in the survey is too technical – need to make it easier for citizens to understand; the need to focus on the comprehensive plan questions first; the questions regarding city services should be eliminated first; communication questions could help with the public participation process; need to eliminate questions about property taxes; some questions are duplicates. Staff was directed to work with the consultant to develop questions regarding the comprehensive plan.

**Adjournment:** On a motion by Councilmember Blair, seconded by Councilmember Champeaux, the meeting adjourned at 9:40 PM. All ayes.

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Ron Wiediger, Mayor Pro-tem

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Laura J. Koenig, City Clerk