

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
April 11, 2013**

**7:00 PM CALL TO ORDER** - Pledge of Allegiance and Roll Call

**CHANGES/ADDITIONS TO THE AGENDA**

**PRESENTATIONS**

1. Cert Graduation (15 min)
2. April 21<sup>st</sup> to 27<sup>th</sup> - Volunteer Appreciation Week Proclamation (5 min)
3. Volunteer Spotlight – Sultan Planning Board (10 min)

**COMMENTS FROM THE PUBLIC:** Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

**COUNCILMEMBER COMMENTS**

**CITY ADMINISTRATOR COMMENTS**

**STAFF REPORTS** – Written Reports Submitted

1. Code Enforcement
2. Planning Board Minutes
3. Police Report

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

- 1) Approval of the March 28, 2013 Council Meeting Minutes
- 2) Approval of Vouchers
- 3) Utility Committee Report
- 4) Volunteer Appreciation Week Proclamation

**ACTION ITEMS:**

- 1) Ordinance 1167-13 – Budget Amendment
- 2) Ordinance 1168-13 – Speed Limit on US 2
- 3) Resolution 13-02 – Fee Schedule (Business License)
- 4) Resolution 13-01 Customer Service Policy

**DISCUSSION:** Time Permitting

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

**COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS**

**Executive Session:**

**Adjournment** - 10:00 PM or at the conclusion of Council business.

**ADA NOTICE:** City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at [cityhall@ci.sultan.wa.us](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** P-1

**DATE:** April 11, 2013

**SUBJECT:** Mayor/Council Recognition of Community Emergency Response Team (CERT) Facilitators and Graduates

**CONTACT PERSON:** Rob Beidler, Police Chief kw

**ISSUE:**

This is an opportunity to recognize CERT Facilitators Kenda Machorro, Randall Fay, Fire Chief Merlin Halverson and his staff, and the 17 graduates of 2013's CERT Training.

**SUMMARY:**

Community Emergency Response Teams consist of citizens who have been trained to respond to the immediate needs of those around them in the aftermath of a disaster or occurrence when emergency services are not available. This is a training collaboration between police, fire, emergency management professionals, and trained volunteers.

Since 2009 the City of Sultan has hosted CERT Training. A number of our citizens have completed this training which prepares them in general emergency preparedness, fire suppression, search and rescue and first aid. Each trainee completes 7 weeks of training that is capped by a full scale scenario.

The Sultan Fire Department and CERT Facilitators Randall Fay and Kenda Machorro have worked very hard to make sure that our CERT volunteers are fully prepared to positively contribute to Sultan's safety and recovery in the event of a crisis. The programs from last fall and this spring have graduated a total of 17 new CERT volunteers. We wish to recognize those individuals for their commitment to training and to the safety of their community.

**The newest CERT graduates are:** Anna Evanger, Bruce Tagashira, Chris Forte, Clyde Hamlin, Jeanette Susor, Josh Iler, Judy Bjorklund, Kendra Iler, Liz Kirkman, Mark Iler, Melissa Peterson, Paula Thomas, Robert Peterson, Sandra Amrine, Tara Hamlin, Michael VanNatta, Charles Walter.

On behalf of Sultan's emergency response community we would like to thank these newest volunteers for their time and dedication

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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Agenda Item : P-2  
Date: April 11, 2012   
SUBJECT: National Volunteer Appreciation Week is April 21 – 27, 2013  
CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator 

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ISSUE:

The issue before the Council is to authorize the Mayor to sign the proposed Proclamation recognizing April 21 – 27, 2013 as National Volunteer Week in Sultan, Washington.

SUMMARY STATEMENT:

Volunteerism and recognition of volunteers in the City of Sultan is a top priority for the citizens, the Mayor and the City Council of Sultan. The City recognizes that volunteers are an integral and important part of the City's character and the Mayor and City Council desire to recognize those volunteers.

A number of recognition programs are held throughout the year. Community Awards Night, the City of Sultan's quarterly "Volunteer Spotlight Program", National Volunteer Appreciation Week Proclamation and the Volunteer Appreciation Dinner.

This year, Mayor Eslick directed staff to coordinate with Kathi Allen, 5<sup>th</sup> Grade Teacher at Sultan Elementary School to provide a 5<sup>th</sup> Grade student to read the Volunteer Appreciation Proclamation at the April 11, 2013 Council Meeting.

Attachment:

- Proclamation for National Volunteer Appreciation Week – April 21 – 27, 2013



# City of Sultan

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## **PROCLAMATION National Volunteer Appreciation Week – April 21 – 27, 2013**

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations like Volunteers of America/Sky Valley Resource Center, Sultan Visitor Information Center and Sultan School District.

WHEREAS, during this week, all over the nation, service projects will be performed and volunteers will be recognized for their commitment to service.

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems; and

WHEREAS, our country's volunteer force over 64 million people is a great treasure; and

WHEREAS, Sultan community members have donated thousands of hours to improve and enhance the Skykomish Valley.

WHEREAS, volunteers are vital to our future as a caring and productive nation;

NOW, THEREFORE, I, Mayor Carolyn Eslick do hereby proclaim April 21 – 27, 2013 as National Volunteer Week in Sultan Washington, and urge my fellow citizens to volunteer in their communities. By volunteering and recognizing those who serve, we can replace disconnection with understanding and compassion.

Signed this 11<sup>th</sup> day of April, 2013

Attest:

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Carolyn Eslick, Mayor

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Laura J. Koenig – City Clerk

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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Agenda Item : Presentation - 3  
Date: April 11, 2013



SUBJECT: Volunteer Spotlight – Sultan Planning Board

CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator  
Bob Martin, Community Development Director



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**ISSUE:**

The issue before the Council is to recognize the Sultan Planning Board for their outstanding volunteering for the City of Sultan, and the Sultan community.

**SUMMARY STATEMENT:**

The Sultan Planning Board consists of 5 members appointed by the Mayor, and confirmed by the Council. They volunteer as an Advisory Board to the Mayor and City Council on Land Use issues, including the Comprehensive Plan, Zoning and Land Division Codes, and other codes, ordinances and policies.

The summer of 2008 saw a turnover of the entire Planning Board, bringing on 5 new members. Community Development Director, Bob Martin worked with them developing an all new, 2011 Comprehensive Plan, the Land Development Code, and the Park and Recreation (PROS) Plan, all of which all of which involved an enormous amount of public outreach on everyone's part.

The Sultan Planning Board is the chief advisory body to the City Council on issues of policy concerning Land Use, Zoning and the Comprehensive Plan. The Sultan Planning Board Members average 16 – 20 hours per month volunteering for the City of Sultan. Beyond reading their packets, each of them have taken it upon themselves to "Fact Find" and report back to the group on various issues. "Often we don't agree, but by the end of the day, we figure out where we need to be and move forward", commented Chairperson, Frank Linth. "Our strongest point lies in our ability to constructively disagree, and we are fortunate to have Planning Board Members willing and able to work together", Mr. Linth continued.

The Sultan Planning Board has made recommendations to the City Council on Code Updates, such as repeal of the Industrial Park Master Plan, repeal of the Planned Unit Development Code, reduced the minimum lot size in the Industrial Zones, and Commercial and Residential Land Use Updates and Revisions, to name a few.

The current Planning Board Members are:

1. Frank Linth – Chairperson
2. Geoffrey Evans
3. Lucy Hitchcock
4. Bob Knuckey
5. Janet Petersen

**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-1  
**DATE:** April 11, 2013  
**SUBJECT:** Code Enforcement Report  
**CONTACT PERSON:** Victoria Forte', Community Service Officer  
Robert Martin, Community Development Director

*KW*

**ISSUE:**  
Transmitting report from Victoria Forte, Community Services Officer.

**STAFF RECOMMENDATION:**  
Receive Report, no action required.

**BACKGROUND:**  
Code Enforcement Report

**ATTACHMENT**

**ATTACHMENT A:** Code Enforcement Report

| Project Lead | Start Date | Case #    | Property Address          | Owner Name              | Depleted building/fence | Parked Car/trailers on Property/Street | Noxious Weeds | Over-Grown Trees and Shrubs | Sight Obstructions | Vehicle Disruption | Accumulation of rubbish / Trash | No permits/business License | Illegal Building Structure | APU's/Inhabited trailer coaches | Other | 1st        | 2nd                    | most recent | Final     |
|--------------|------------|-----------|---------------------------|-------------------------|-------------------------|--|---------------|-----------------------------|--------------------|--------------------|---------------------------------|-----------------------------|----------------------------|---------------------------------|-------|------------|------------------------|-------------|-----------|
| Council      | 11.22.2011 | 011-CV-38 | 32821 Cascade View        | Pearson                 |                         | X                                      |               |                             |                    |                    |                                 |                             |                            |                                 | X     | 11.22.2011 | 11.28.2011             |             |           |
| Mayor        | 2.8.2012   | 12-407    | Bakery "A" Frame Sign     | Smith                   |                         |  |               |                             |                    |                    |                                 |                             |                            |                                 |       | 2.14.2012  | 3.12.2013              |             |           |
| Bob          | 3.26.2012  | 12-423    | 14006 399th St SE         | Wolter                  |                         |  |               |                             |                    |                    |                                 |                             |                            |                                 |       | 4.3.2012   | 10.18.2012             | 1.3.2013    |           |
| Bob          | 5.22.2012  | 12-446    | Vacant lot Salomon Run    | Nelson                  |                         | X                                      |               |                             |                    |                    |                                 |                             |                            |                                 |       | 5.30.2012  | 7.24.2012              |             |           |
|              | 7.18.2012  | 12-488    | 1200 Blk SR2 @ SBR        | Coastal                 |                         | X                                      |               |                             |                    |                    |                                 |                             |                            |                                 |       | 9.19.2012  | 11.20.2012             |             |           |
|              | 10.22.2012 | 12-508    | 808 Main Street           | Gordon                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 5.2.2012   | 10.23.2012             | 12.18.2012  | 1.29.2013 |
| Bob          | 10.15.2012 | 12-508    | 934 Stevens Ave           | Fulcher                 |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 10.17.2012 | 12.5.2012              | 2.26.2013   |           |
|              | 11.6.2012  | 12-515    | 813 Dyer Rd               | Koehler                 |                         |  |               |                             |                    |                    |                                 |                             |                            |                                 |       | 11.13.2012 | 11.18.2012             | 1.8.2013    | 2.15.2013 |
|              | 11.13.2012 | 12-517    | 100 10th Street           | Clark                   |                         | X                                      |               |                             |                    |                    |                                 |                             |                            |                                 |       | 11.14.2012 | 1.22.2013              | 3.16.2013   |           |
|              | 12.18.2012 | 12-622    | 408 Main Street           | Bucio-Anvar             |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 12.19.2012 |                        |             | 1.3.2013  |
|              | 1.15.2013  | 13-300    | 402 8th Place             | Sungquist               |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 1.22.2013  | 3.18.2013              |             |           |
|              | 2.5.2013   | 13-301    | 404 11th Street           | Fed National Mortgage   |                         |  |               |                             |                    |                    |                                 |                             |                            |                                 |       | 2.5.2013   |                        |             | 3.18.2013 |
| viki         | 2.5.2013   | 13-302    | 312 Main Street           | Walburn                 |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.25.2013  | 3.11.2013              |             |           |
|              | 2.5.2013   | 13-302    | 805 Stevens               | New Concepts Prop Mngmt |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.28.2013  | 3.5.2013               |             | 3.18.2013 |
|              | 2.5.2013   | 13-303    | 931 Stevens Ave           | Boucher                 |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.12.2013  | 3.11.2013              |             | 3.6.2013  |
|              | 2.5.2013   | 13-304    | 13917 310th Ave           | Miller                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.5.2013   | 2.26.2013              |             | 3.5.2013  |
|              | 2.5.2013   | 13-305    | 707 Alder Ave             | Jordan                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.12.2013  |                        |             |           |
|              | 2.25.2013  | 13-306    | 404 3rd Street            | Flagstar Bank FSB       |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.25.2013  | 3.18.2013              |             |           |
|              | 2.25.2013  | 13-307    | 402 3rd Street            | Johnston                |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.25.2013  | 3.11.2013              |             |           |
|              | 2.25.2013  | 13-308    | 203 Main Street           | Martin                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.25.2013  | 3.11.2013 (resent lib) |             |           |
|              | 2.26.2013  | 13-308    | 102 2nd Street            | Houvenor                |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.26.2013  |                        |             | 3.11.2013 |
|              | 2.26.2013  | 13-310    | 202 Alder Ave             | Boylan                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.26.2013  | 3.12.2013              |             | 3.11.2013 |
|              | 2.26.2013  | 13-311    | 814 SR2                   | Lindsey's Lattes        |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.26.2013  | 3.11.2013              |             | 3.11.2013 |
|              | 2.25.2013  | 13-312    | 812 Dyer Road             | Giese                   |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 2.25.2013  | 2.26.2013              |             | 3.5.2013  |
|              | 3.11.2013  | 13-313    | Plme Street (dev mailbox) | City of Sultan          |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 3.11.2013  |                        |             | 4.1.2013  |
|              | 3.18.2013  | 13-314    | 1114 Dyer Road            | Robert                  |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 3.18.2013  |                        |             | 4.1.2013  |
|              | 3.18.2013  | 13-315    | 408 Stevens Ave (Pastime) | Wasilowski              |                         |  |               |                             | X                  |                    |                                 |                             |                            |                                 |       | 3.18.2013  | 4.2.2013               |             |           |



**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-2  
**DATE:** April 11, 2013  
**SUBJECT:** Planning Board Minutes  
**CONTACT PERSON:** Robert Martin, Community Development Director

*KW*

**ISSUE:**  
Transmitting Planning Board Minutes from February 5 and March 5, 2013 meetings.

**STAFF RECOMMENDATION:**  
Receive Report, no action required.

**ATTACHMENT A:** Planning Board Minutes of February 5, 2013  
**ATTACHMENT B:** Planning Board Minutes of March 5, 2013

**ATTACHMENT A**  
**SULTAN PLANNING BOARD MINUTES**  
**February 5, 2012**

**PLANNING BOARD MEMBERS PRESENT:**

Frank Linth  
Janet Peterson  
Lucy Hitchcock  
Bob Knuckey

**STAFF PRESENT:**

Robert Martin, Director

**BOARD MEMBERS ABSENT:**

Geoffrey Evans

**CALL TO ORDER:**

Call to Order at 7:06p.m.

**CHANGES TO THE AGENDA:**

Mr. Martin called attention to the Winter 2013 edition of "*The Commissioner*" that had just arrived and was delivered to the members desks.

**PLANNING BOARD MEMBER COMMENTS:**

Mr. Knuckey: Happy to be back after some time off for health reasons.

Ms. Hitchcock: Happy to have Mr. Knuckey back.

Mr. Linth: Wants to add item D-5, Planning Board Work Schedule, to the agenda

**PUBLIC COMMENTS:**

No public in attendance.

**APPROVAL OF MINUTES:**

Ms. Peterson corrected a sentence in the minutes of PH-1, Paragraph 2, Sentence 1, to read: "the moratorium under consideration (in) this agenda item..."

Ms. Hitchcock moved to approve minutes as amended.

Ms. Peterson seconded.

Ayes: Hitchcock, Peterson, Linth.

Abstain: Knuckey due to absence

**PUBLIC HEARING AND ACTION ITEMS:**

**DISCUSSION AND STUDY ITEMS:**

**D-1: Zoning Code Revision Process; 18.02 General Provisions**

Mr. Martin introduced the topic: General Provisions chapter contains various basic legal language that establishes the Title, Purpose, and other aspects of the code. This chapter varies between jurisdictions depending on how they construct their code.

The Board discussed and asked questions about the concept of the General Provisions chapter. Several editorial corrections were called to attention and noted for inclusion in the second draft of the chapter.

Discussion on legal concepts continued in relation to 18.02.095B, 18.02.100, 18.02.110, and 18.02.150. Mr. Martin indicated that these provisions will be specifically noted for review by the legal department as the review process continues.

Mr. Martin distributed disks containing the Comprehensive Plan for reference during Zoning Code development.

Mr. Linth Suggested adding a referral to the Appeals Chapter as Section 18.02.170. Mr. Martin will add this item.

This Chapter will be added to the Planning Board Draft of the code as modified.

#### **D-2: Zoning Code Development: Chapter 18.116; Environmental Performance Standards**

Mr. Martin introduced the topic. This chapter does not adopt or modify any codes or standards. It is added to the new code only for the purpose of making clear that the environmental standards such as Shoreline, Critical Areas, Stormwater Management, etc. need to be addressed as appropriate when doing development in the Zoning Code.

Mr. Knuckey commented that this is a good assist to developers. They may be first-time developers or may have previously done development before many of the current environmental standards were in place. It helps them to have a reference to these regulations.

The Board agreed and had no modifications to propose.

This Chapter will be added to the Planning Board Draft of the code.

#### **D-3: Zoning Code Development: Chapter 18.118; Animals**

Mr. Martin introduced the topic. One of the purposes of this chapter is a reference to the Animal Control standards elsewhere in the code. These standards will remain in the Animal Control chapters as they relate to vicious dogs, animals-at-large, and other non-land use issues.

The rest of the chapter addresses animal issues that are based in land use standards such as how many animals can be kept on a particular sized parcel. Staff provided a draft that is "middle-of-the-road" when compared to other city codes. Staff also provided samples of more and less restrictive ordinances for comparison.

The Board discussed the challenge of trying to understand what animal standards best represent the Sultan community's relationship to keeping of animals. The recent issue regarding peacocks exemplifies the problem. Some people will love certain animals and not others. It is a big task to understand what should be Sultan's code.

Mr. Knuckey discussed his perception of disparity between codes and the enforcement of the codes.

Mr. Linth discussed the difficulty of keeping large animals on small properties in the northwest due particularly to the wet conditions.

Ms. Peterson discussed the nature of the small farms that front the west side of First St. Many of these people have large animals and there has been little if any problem in the past.

Ms. Hitchcock said that she understood both sides of the issue. Keeping livestock, particularly small animals is a meaningful activity in many ways, but large animals can become a problem. A dog park would be good in the community. Can Community Services Officer Forte provide some guidance?

Mr. Knuckey expressed concern that the new code should not be less restrictive than the existing code. It would be helpful to get copies of the current animal provisions for comparison. That idea was affirmed by Mr. Linth.

The Board was interested in revisiting the animal provisions again at the next meeting with the opportunity to study ahead as much as possible. Looking around the community for animal issues and talking to residents were suggested for "homework" prior to the next meeting.

Staff suggested that the animal provisions of the current code could be distributed right away so that the Board need not wait until the next meeting packet is prepared. The Board affirmed that as a good course of action. Staff will distribute the materials within the week of the meeting.

#### **D-4: Planning Short Course**

Mr. Linth introduced the coming Planning Short Course. He has made contact with officials in other jurisdictions in the area and encouraged Board Members to do the same.

The Board affirmed publication of the notice for a special meeting to attend the short course as a quorum of the membership.

#### **ED-1: Board Mission Statement**

Mr. Linth introduced the topic which is to explore development of a purpose statement (mission statement) for the Board. He asked about Mr. Walker's offer to provide feedback based on the County Planning Commission's Purpose Statement. Mr. Martin indicated that Mr. Walker was taken ill earlier in the day and was not able to attend to present his comments.

Mr. Knuckey suggested that the purpose of the Board is expressed in the first sentence of the Phoenix AZ statement on Attachment A.

Mr. Linth felt that this was too brief. It needs to include a reference to the function of a bridge between the staff and the community.

The Board agreed to carry the topic over to the next meeting to review Mr. Walker's suggestions.

#### **FUTURE ACTIONS & NEXT MEETING:**

- Mr. Martin will distribute animal provisions from existing code by the end of the week.
- Animal chapter 18.118 will be brought back for discussion and action. The Board will study the issue and look around the community in the interim until the next meeting.
- Staff will include zoning code chapter work list for the first quarter of the year at the next meeting. This will allow the board to study ahead on upcoming topics.
- The mission statement topic will be brought back to the next meeting with Mr. Walker's input.

**PLANNING BOARD MEMBER COMMENTS:**

Ms. Hitchcock: Indicated her pleasure that the community has not experienced a flood recently.

**ADJOURNMENT:**

Ms. Hitchcock moved to adjourn.

Ms. Peterson seconded.

All Ayes.

Adjourned at 9:25

**ATTACHMENT B**  
**SULTAN PLANNING BOARD MINUTES**  
**March 5, 2013**

**PLANNING BOARD MEMBERS PRESENT:**

Frank Linth  
Janet Peterson  
Lucy Hitchcock  
Bob Knuckey  
Geoffrey Evans

**STAFF PRESENT:**

Robert Martin, Director  
Ken Walker, City Administrator

**BOARD MEMBERS ABSENT:**

**CALL TO ORDER:**

Call to Order at 7:03p.m.

**CHANGES TO THE AGENDA:**

**PLANNING BOARD MEMBER COMMENTS:**

Ms. Peterson: Been under the weather, happy to be back

Mr. Knuckey: Happy Janet is better.

Ms. Hitchcock: Would like to know how the Board might learn of things going on in the community besides land use issues.

Mr. Linth: Thanks staff for getting supplemental staff report on animals out right after last meeting.

Mr. Evans: Apologies for missing last meeting, got days confused.

**PUBLIC COMMENTS:**

No public in attendance.

**APPROVAL OF MINUTES:**

Mr. Knuckey moved to approve as presented.

Ms. Peterson seconded

Abstain by Mr. Evans due to absence

All Ayes,

**PUBLIC HEARING AND ACTION ITEMS:**

**DISCUSSION AND STUDY ITEMS:**

**D-1: Zoning Code Revision Process; 18.118 Animals**

Mr. Martin introduced the topic: Supplemental staff report was distributed after last meeting to show all existing code provisions concerning animal management. Very little in existing code on land use provisions for animal management. Most is code enforcement aspects of animal management.

**Supplemental Discussion Item on Code Revision/Adoption Process:**

Mr. Martin explained the code writing, public involvement, and adoption process.

- The Board is assembling the Planning Board Draft of the code so that it can continue to be constructed into a full document. Board input is discussed and addressed at this stage.

- When all chapters are assembled, the Board again reviews full document. Individual chapters or issues will be addressed again at this time.
- The Board determines to take the Public Hearing Draft to hearing with the full document open for public comment.
- Board can modify any provisions based on public testimony at hearing.
- Board completes modifications and forwards with recommendation to City Council.
- Council chooses from options that include additional hearing, modification, and/or adoption as submitted from Board.

Board appreciated explanation of code construction and adoption process. Ms. Hitchcock is concerned that the community is not sufficiently involved in the process.

**ANIMALS CONTINUED:**

The Board had an extended discussion of the appropriate numbers of cats, dogs, chickens, and other types of animals.

Mr. Knuckey proposed that the best control on the number of cats and dogs is the requirement that an owner interested in more than five dogs/cats be required to apply for a kennel permit. Kennel standards should be further addressed to accommodate the application process in residential areas.

The Board agreed by consensus to this approach. Staff will adjust code language accordingly.

It was agreed that the number of Fowl/Rabbits be set at 20 in Section 18.18.030.

**D-2: Zoning Code Development: Application Review Procedures; Chapters 18.18, 18.20, 18.22, 18.24, 18.26, 18.28, 18.30**

Mr. Martin introduced the topic. This is a continuation of the review process levels that the Board has seen previously. There is no change in the concept, just an expansion of the number of review levels needed to cover all of the procedures for applications relating to land uses and code/plan amendments.

The Board provided editorial notations on various chapters and engaged in a brief discussion of the distinctions between small-scale map amendments, large scale amendments, zoning text amendments, and comprehensive plan amendments.

There were no issues with the proposed language, and the Board, by consensus, directed that these chapters should be forwarded to the Planning Board Draft of the new Zoning Code.

**D-3: Zoning Code Development: Amendment Review Criteria; Chapters 18.200, 18.202, 18.204**

Mr. Martin introduced the topic. This is a companion group of criteria that address the code and plan amendment procedures chapters in the above agenda item D-2. There are separate chapters for the procedures and the criteria to avoid duplicate writing of all of the procedures when a particular procedure applies to more than one type of application. The criteria chapters must be specific to the type of application even if that application shares a procedure with one or more other types of applications.

The Board provided editorial comments that were recorded for inclusion in the corrected draft.

There were no issues with the proposed language, and the Board, by consensus, directed that these chapters should be forwarded to the Planning Board Draft of the new Zoning Code.

#### **ED-1: Board Mission Statement**

Mr. Linth introduced the topic. He is interested in gathering the Board's perspective on alternatives for a Board mission statement. The Board looked at the draft offered by Mr. Walker that was included in this agenda packet.

Mr. Evans indicated that Mr. Walker's language is much more appropriate for a mission statement than the alternative discussed at the January meeting, which was from Snohomish County. He said that the County's language is a job description, but a mission statement should be a brief statement that explains why the organization exists.

Other members generally concurred. It was suggested and agreed that the concept of "quality of life" should be added to the statement.

Mr. Walker suggested that this mission statement be added to the Planning Board's entries on the new city web site.

Mr. Linth asked that it also be included on agenda sheets for meetings and publications.

#### **HO-1: Comprehensive Plan to be presented to Planning Association of Washington**

Mr. Martin briefly discussed that the Planning Association of Washington has accepted the City's proposal to present the Comprehensive Plan Update and adoption process at the PAW annual conference in Chelan on April 11<sup>th</sup>.

Sultan is one of very few jurisdictions to have completed the process on the original 2011 schedule, and many cities are interested hearing about Sultan's experience.

#### **FUTURE ACTIONS & NEXT MEETING:**

- Mr. Martin will contact the Dept. of Commerce for flyers on the upcoming Planning Short Course to be hosted by the Sultan Planning Board.

#### **PLANNING BOARD MEMBER COMMENTS:**

Mr. Knuckey announced that he would be resigning from the board, and that this would be his last meeting. He indicated his deep appreciation for the chance to work with the quality people on the Board, particularly Mr. Martin and Mr. Linth who he has worked with since being appointed. He provided a letter for transmittal to the Mayor.

Mr. Linth indicated his regret at Mr. Knuckey's resignation, but understood that it is his time to move on. He appreciated Mr. Knuckey's many contributions to the Board and to the community.

Ms. Peterson shared Mr. Linth's sentiments and wished Mr. Knuckey well.

Ms. Hitchcock thanked Mr. Knuckey for his service and wished him well.

Mr. Evans thanked Mr. Knuckey for his service.

#### **ADJOURNMENT:**

Ms. Peterson moved to adjourn.

Mr. Evans seconded

All Ayes.

Adjourned at 9:15



*Sheriff John Lovick*

*City of Sultan  
In Partnership With  
Snohomish County  
Sheriff's Office*

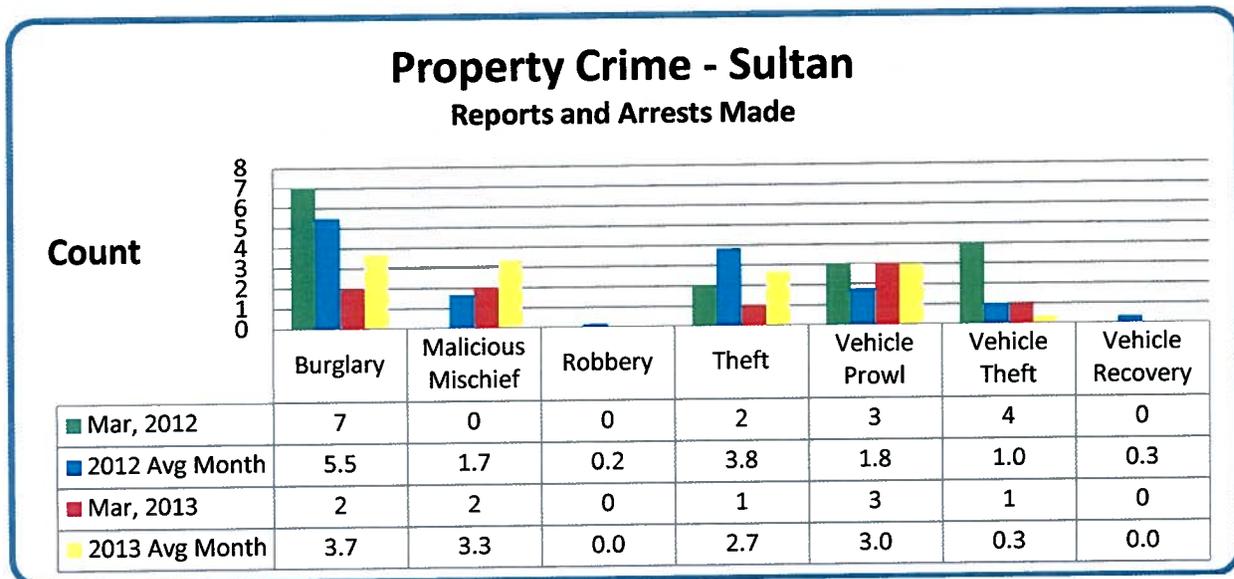


*Mayor Carolyn Eslick*

*Notable Events of March 2013*

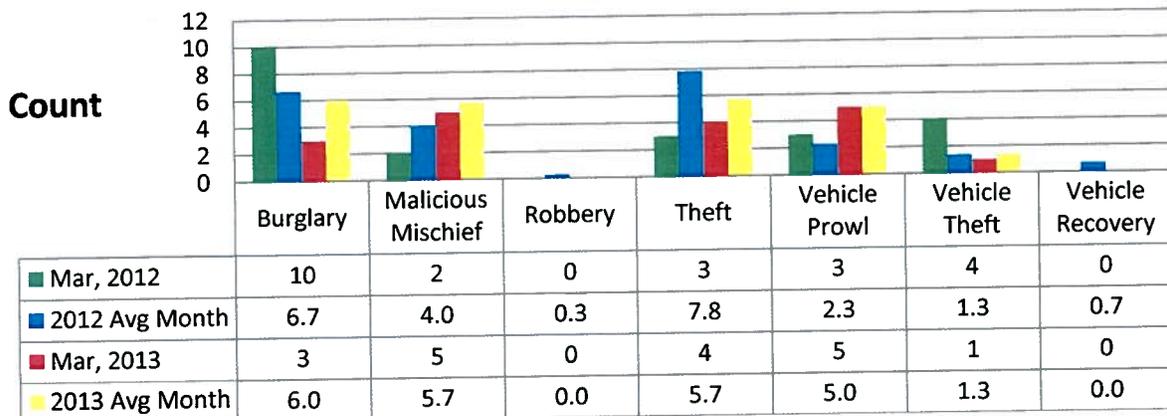
- At their monthly meeting on 3-20-13 Sultan Block Watch Captains were given training in gun handling and storage.
- Burglaries in March were down. There were 2 reported.
- Deputy Vimpany retired and moved to Montana to start a new career at the Federal Reserve.
- City Hall is being signed and patrolled to cut back on loitering and other criminal behavior. Since January 1<sup>st</sup> there have been over 20 calls to 911 that originated at or near City Hall.

The following charts and table compare calls for service in the reporting month to the same month in the previous year and provide a monthly average (Typical Month) in each category. Data displayed is for all dispatch groups provided service by the Sultan (PP) Police agency.



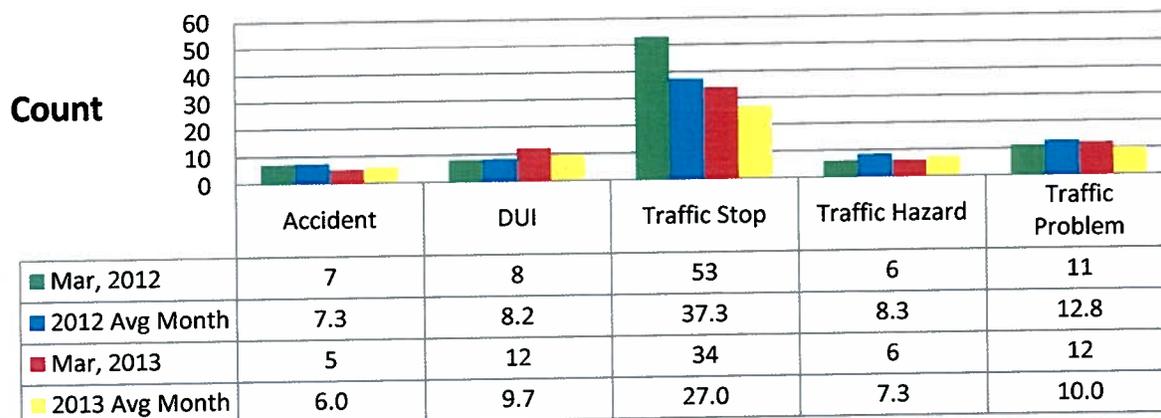
## Property Crime - Sultan

### All Dispositions



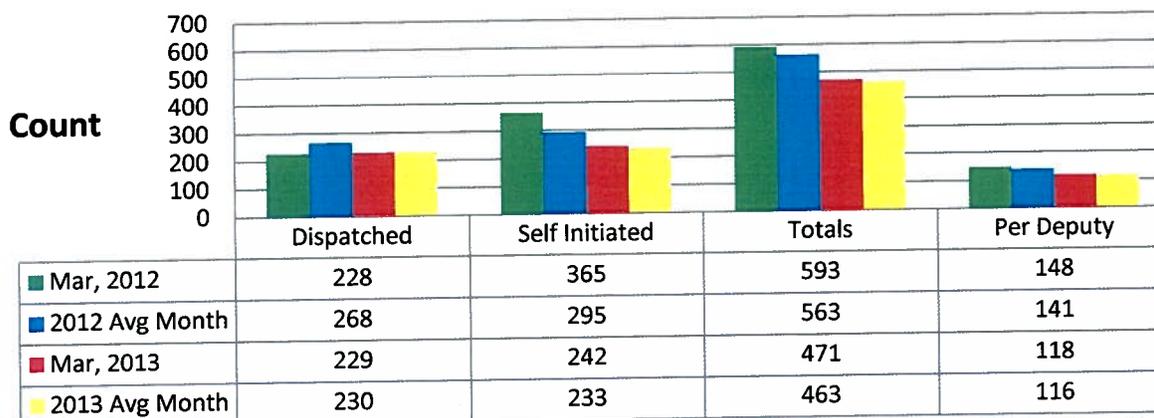
## Traffic Calls - Sultan

### All Dispositions



## Calls By Source - Sultan

### All Dispositions



Notes: SNOPAC + Citizen: SNOPAC or Citizen generated – dispatched calls for service

Self Generated:  
Per Deputy:

Calls initiated by deputies  
Total divided by number of assigned personnel (4 deputies)

### Comparison of All Calls For Service

| Event Code | Mar, 2012 | 2012 Total | 2012 Avg Month | Mar, 2013 | 2013 Total | 2013 Avg Month |
|------------|-----------|------------|----------------|-----------|------------|----------------|
| 911        | 20        | 228        | 19.0           | 11        | 58         | 19.3           |
| ABAND      | 2         | 44         | 3.7            | 2         | 6          | 2.0            |
| AC         | 5         | 92         | 7.7            | 4         | 12         | 4.0            |
| ACC        | 6         | 74         | 6.2            | 3         | 16         | 5.3            |
| ACCP       | 1         | 13         | 1.1            | 2         | 2          | 0.7            |
| ADMINU     | 1         | 7          | 0.6            | 0         | 2          | 0.7            |
| AF         | 3         | 50         | 4.2            | 4         | 13         | 4.3            |
| AL         | 8         | 97         | 8.1            | 7         | 17         | 5.7            |
| ALARM      | 6         | 97         | 8.1            | 8         | 20         | 6.7            |
| ALARMH     | 0         | 3          | 0.3            | 0         | 0          | 0.0            |
| ALARM P    | 1         | 5          | 0.4            | 0         | 1          | 0.3            |
| AREA       | 5         | 22         | 1.8            | 2         | 6          | 2.0            |
| ASLT       | 4         | 39         | 3.3            | 3         | 4          | 1.3            |
| ASLTP      | 3         | 33         | 2.8            | 2         | 5          | 1.7            |
| ASLTW      | 0         | 9          | 0.8            | 1         | 1          | 0.3            |
| ATL        | 0         | 0          | 0.0            | 0         | 2          | 0.7            |
| BANG       | 1         | 28         | 2.3            | 1         | 2          | 0.7            |
| BARCK      | 2         | 31         | 2.6            | 1         | 1          | 0.3            |
| BURG       | 10        | 70         | 5.8            | 3         | 15         | 5.0            |
| BURGP      | 0         | 10         | 0.8            | 0         | 3          | 1.0            |
| CAMP       | 0         | 1          | 0.1            | 0         | 0          | 0.0            |
| CHILD      | 3         | 31         | 2.6            | 1         | 1          | 0.3            |
| CHILDP     | 1         | 4          | 0.3            | 0         | 0          | 0.0            |
| CIVIL      | 11        | 98         | 8.2            | 2         | 17         | 5.7            |
| CPS        | 3         | 10         | 0.8            | 1         | 3          | 1.0            |
| DEATH      | 0         | 4          | 0.3            | 1         | 1          | 0.3            |
| DETAIL     | 0         | 1          | 0.1            | 0         | 0          | 0.0            |
| DISTP      | 9         | 192        | 16.0           | 13        | 32         | 10.7           |
| DISTV      | 0         | 6          | 0.5            | 1         | 2          | 0.7            |
| DUI        | 8         | 98         | 8.2            | 12        | 29         | 9.7            |
| DVP        | 2         | 39         | 3.3            | 3         | 6          | 2.0            |
| DVW        | 1         | 3          | 0.3            | 0         | 0          | 0.0            |
| ESCORT     | 0         | 2          | 0.2            | 0         | 0          | 0.0            |
| FAMILY     | 3         | 31         | 2.6            | 0         | 5          | 1.7            |
| FLUP       | 53        | 791        | 65.9           | 37        | 143        | 47.7           |
| FOOT       | 0         | 22         | 1.8            | 6         | 7          | 2.3            |
| FRAUD      | 2         | 20         | 1.7            | 1         | 9          | 3.0            |
| HARASS     | 3         | 69         | 5.8            | 6         | 21         | 7.0            |
| IMP        | 0         | 2          | 0.2            | 0         | 0          | 0.0            |

|        |     |     |      |    |     |      |
|--------|-----|-----|------|----|-----|------|
| INFO   | 26  | 408 | 34.0 | 28 | 93  | 31.0 |
| JUV    | 6   | 72  | 6.0  | 4  | 15  | 5.0  |
| LEVEL2 | 0   | 7   | 0.6  | 0  | 0   | 0.0  |
| MAILIN | 0   | 6   | 0.5  | 1  | 1   | 0.3  |
| MAL    | 2   | 39  | 3.3  | 3  | 12  | 4.0  |
| MALP   | 0   | 9   | 0.8  | 2  | 5   | 1.7  |
| MCINV  | 0   | 2   | 0.2  | 1  | 1   | 0.3  |
| NL     | 2   | 17  | 1.4  | 2  | 2   | 0.7  |
| NOISE  | 2   | 66  | 5.5  | 7  | 13  | 4.3  |
| NOP    | 7   | 85  | 7.1  | 8  | 24  | 8.0  |
| NUIS   | 3   | 40  | 3.3  | 4  | 12  | 4.0  |
| PA     | 12  | 110 | 9.2  | 15 | 27  | 9.0  |
| PANIC  | 3   | 5   | 0.4  | 2  | 2   | 0.7  |
| PAPER  | 0   | 23  | 1.9  | 9  | 12  | 4.0  |
| PARTY  | 0   | 13  | 1.1  | 0  | 0   | 0.0  |
| PERS   | 4   | 34  | 2.8  | 1  | 3   | 1.0  |
| PERSP  | 0   | 2   | 0.2  | 0  | 0   | 0.0  |
| PMISC  | 0   | 9   | 0.8  | 0  | 0   | 0.0  |
| PROP   | 5   | 48  | 4.0  | 3  | 7   | 2.3  |
| RADAR  | 8   | 60  | 5.0  | 3  | 10  | 3.3  |
| ROBB   | 0   | 1   | 0.1  | 0  | 0   | 0.0  |
| ROBP   | 0   | 2   | 0.2  | 0  | 0   | 0.0  |
| RSO    | 0   | 50  | 4.2  | 0  | 8   | 2.7  |
| SCHOOL | 0   | 0   | 0.0  | 10 | 12  | 4.0  |
| SECCK  | 123 | 995 | 82.9 | 35 | 133 | 44.3 |
| SHOTS  | 0   | 15  | 1.3  | 3  | 3   | 1.0  |
| SHOTSP | 0   | 0   | 0.0  | 1  | 2   | 0.7  |
| SPOP   | 0   | 1   | 0.1  | 1  | 2   | 0.7  |
| SRO    | 39  | 301 | 25.1 | 33 | 108 | 36.0 |
| SS     | 10  | 122 | 10.2 | 7  | 25  | 8.3  |
| STAKE  | 6   | 24  | 2.0  | 4  | 5   | 1.7  |
| SUBS   | 12  | 118 | 9.8  | 9  | 19  | 6.3  |
| SUIC   | 1   | 12  | 1.0  | 5  | 10  | 3.3  |
| SUICP  | 0   | 5   | 0.4  | 1  | 1   | 0.3  |
| SUICW  | 0   | 4   | 0.3  | 0  | 0   | 0.0  |
| SUSP   | 40  | 481 | 40.1 | 46 | 108 | 36.0 |
| SUSPP  | 8   | 112 | 9.3  | 5  | 22  | 7.3  |
| SWARR  | 0   | 1   | 0.1  | 0  | 0   | 0.0  |
| T      | 53  | 447 | 37.3 | 34 | 81  | 27.0 |
| TC     | 0   | 2   | 0.2  | 0  | 0   | 0.0  |
| THAZ   | 6   | 100 | 8.3  | 6  | 22  | 7.3  |
| THEFT  | 3   | 81  | 6.8  | 4  | 17  | 5.7  |
| THEFTP | 0   | 13  | 1.1  | 0  | 0   | 0.0  |
| TRAIN  | 2   | 34  | 2.8  | 5  | 14  | 4.7  |

|        |     |      |      |     |      |      |
|--------|-----|------|------|-----|------|------|
| TRES   | 1   | 20   | 1.7  | 1   | 1    | 0.3  |
| TRESP  | 1   | 19   | 1.6  | 0   | 3    | 1.0  |
| TRF    | 11  | 153  | 12.8 | 12  | 30   | 10.0 |
| VEHR   | 0   | 8    | 0.7  | 0   | 0    | 0.0  |
| VEHT   | 4   | 14   | 1.2  | 1   | 4    | 1.3  |
| VEHTP  | 0   | 2    | 0.2  | 0   | 0    | 0.0  |
| VIOL   | 0   | 10   | 0.8  | 1   | 4    | 1.3  |
| VIOLP  | 1   | 9    | 0.8  | 1   | 3    | 1.0  |
| VPROWL | 3   | 27   | 2.3  | 5   | 15   | 5.0  |
| WARR   | 9   | 107  | 8.9  | 8   | 29   | 9.7  |
| WELC   | 3   | 38   | 3.2  | 2   | 8    | 2.7  |
| Totals | 593 | 6759 | 563  | 471 | 1390 | 463  |

Report presented by Sultan Chief of Police Lt. Rob Beidler  
Table and charts compiled by Volunteer Ray Coleman

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: April 11, 2013  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

**SUMMARY:**

Attached are the minutes of the March 28, 2013 regular Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted.

**CITY OF SULTAN COUNCIL MEETING – March 28, 2013**

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: Marshall, Slawson, George, Neigel, Davenport-Smith, Blair and Beeler.

**PRESENTATIONS:****State of the County Economy, Anneliese Vance Sherman, Employment Security Department**

Anneliese Vance-Sherman is the Regional Labor Economist serving Snohomish County. In this role, she is responsible for analyzing and communicating information from the Employment Security Department's Labor market and Economic Analysis branch (LMEA) for decision-makers throughout Snohomish County.

The recession began in 2008 and Snohomish County was impacted later than other parts of the country. The recession officially ended in June 2009 and the lowest rate of employment occurred in 2010. Since 2010, Snohomish County has been in recovery. For Snohomish County, the February 2013 unemployment rate is 6.3% and in Washington State, it is 8.2%. Snohomish County has lowest unemployment rate and the largest job growth in the state. Over the past 3 years the unemployment rate has steadily dropped. The Snohomish County growth rate recovered prior to the state mainly due to aerospace manufacturing. Manufacturing industry has the largest increase in employees and the construction industry was hardest hit.

**Sultan Pedestrian Bridge Project – Marc Servizi**

Marc Servizi, P.E. representing WHPacific provided an update regarding the Sultan River Pedestrian Bridge design. The purpose of the new bridge is to provide safe access across the river and to provide space for water and sewer lines. They have reviewed all the deeds to determine who owns what property. The proposal is to build the bridge in 2014. The city needs to work with Department of Fisheries on a land exchange for the bridge approach. Alternative designs will be prepared to deal with access and flooding issues. The estimated cost is \$4 million. Discussed issues with approaches, length, stairs, bikers, walkers and handicapped users.

**COMMENTS FROM THE PUBLIC:**

John Armine: The bridge affects him and other people in the area. Suggest that maybe ADA funds would be available and perhaps FEMA funding to help with evacuation. He hopes there will be access for wheelchairs on the new bridge. He has not tried to use the current bridge due to the danger of trying to get his wheelchair across. The presentation was interesting.

Adele Hurst – Director at VOA/Sky Valley Resource Center: The Food Bank has seen a decline in donations of food over the last two years. There has been concern from donors that money donated is not staying in Sultan. VOA has a centralized process for accepting donations but any donations made to the Sky Valley Resource Center and food bank stays in Sultan. The Food Bank is open on Tuesday and Friday. Donations are down by \$20,000 over past two years.

Safe Stop is serving a maximum of 60 youth ages 11-16 on Saturday night. Would like to have more adults to provide mentorship and interact with the youth. Provide sports activities, food and crafts. They do perform background checks on all volunteers.

**COUNCILMEMBER COMMENTS**

Neigel: There was a news article about bars in Tacoma trying to reclassify themselves as private clubs to sell marijuana – need to look into controls prior to anyone trying something here.

**CITY OF SULTAN COUNCIL MEETING – March 28, 2013**

Blair: Provided copies of an article on a rental registration and inspection ordinance from the City of Seattle. Other cities are moving in the same direction and it is government stepping in where they should not. There are landlord/tenant laws to resolve issues between the parties.

George: There are people who feel the Mayor should enforce the Sultan Municipal Code and require people to get a business license.

Slawson: There was a power outage due to a milar balloon and 2000 employees were without power – need to consider the impacts of releasing the balloons. Community Transit is doing okay and will be buying new buses with upgraded system to inform riders where they are and next bus stop.

Marshall: Asked the employees at the beauty salon if they need a business license and they said yes. City needs to address all the types of businesses.

Mayor Eslick: Snohomish County representatives need to encourage the state to fund the county projects. At the Mayor's monthly meeting, they discussed coordinating the four transportation groups in the County into one group and the US 2 Coalition needs to be part of the group. There was a great volunteer event at Osprey park involving the Navy Recruiters, students and citizens. Carl Brida donated \$1000 dollars for work in park. The social services group met to discuss creating a resource guide for police and citizens. There is no bus stop by Work Source in Monroe so people have to walk a mile to the building. (Slawson: The route was cut to allow continued service to Sultan and Gold Bar).

Ken Walker, City Administrator: There will be a Mass Casualty Incident on March 9<sup>th</sup> that will involve turning a school bus on side. This will be joint effort between police, fire, the city, school district and the hospital. This will be great drill for emergency preparedness.

May 18<sup>th</sup> Northwest Grind will sponsor a skateboard contest in Sultan. This will be one of five in the County and the finals will be in Seattle. Goals is to encourage healthy youths. Need to encourage local business to participate in the event

September 7<sup>th</sup> the Sultan Shootout 3 on 3 Basketball tournament will be held. There will be a registration fee and categories for different age groups. The event will be sponsored by the city as a fundraiser for future events.

**STAFF REPORTS** – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Public Works
- 2) Public Works Field Supervisor
- 3) Grants Update
- 4) Museum Update

**CONSENT AGENDA:** The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Marshall, seconded by Councilmember Davenport-Smith, the consent agenda was approved as presented. Marshall – aye; Slawson – aye; George – aye, nay on the vouchers; Davenport-Smith – aye, Neigel – aye; Blair – aye; Beeler - aye.

- 1) Approval of the March 14, 201 regular Council Meeting Minutes
- 2) Approval of Vouchers in the amount of \$87,204.59 and payroll through March 15, 2013 in the amount of \$47272.46, to be drawn and paid on the proper accounts.
- 3) Sultan Basin Road Phase III Final Project Acceptance

**CITY OF SULTAN COUNCIL MEETING – March 28, 2013****ACTION ITEMS:****Resolution 13-01 Customer Bill of Rights**

The issue before the city council is to authorize the mayor to sign Resolution No. 13-01 adopting a citizen and customer's Bill of Rights. The Bill of Rights is designed as a living document that addresses multiple aspects of the interaction between city staff and citizens and customers. The purpose of Resolution 13-01 is to provide clearly written rights that customers and citizens can expect when dealing with the City of Sultan.

Discussion: Council recommended changes to make the requirements of staff less stringent; change label to customer service policy instead of customer bill or rights; purpose is to set a tone for the citizens that the city listens; applies to the staff and council; legal issues.

The matter was referred back to staff to make corrections.

**Rural Town Centers and Corridor Grant**

The Rural Town Centers and Corridors Grant Program is a biannual grant that was created by the Puget Sound Regional Council in 2003. The objective of the program is to provide financial incentives and assistance to bring together rural towns, counties and state rural highway corridor interests. The improvements are to address safety, mobility, better centers access and circulation and related centers and/or corridors improvements.

The Sultan Basin Road is functionally classified as a "Minor Collector" corridor, and is eligible for this grant program. It is also one of the main arteries to Sultan's Industrial Park, a vital job center in Sultan and Snohomish County Community Transit's Park and Ride, as well as east and west bound US 2. This grant, if funded, will fill in a missing gap in the sidewalk system on the east side of Sultan Basin Road.

The total project cost to design and construct approximately 350 lineal feet of sidewalk with curbs, gutters and associated drainage improvement estimate is \$281,000. This grant program requires a 13.5% match that the City will request from the Transportation Improvement Board. TIB has historically has approved a grant for the match.

On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, staff was directed to submit a Rural Town Centers and Corridors grant for sidewalks on the Sultan Basin Road. All ayes, except Councilmember Slawson and Marshall who voted nay.

**Skillings Connolly Inc Consultant Agreement Sultan Basin Road Overlay**

The issue before the council is to authorize the Mayor to sign a contract with Skillings Connolly, Inc. to provide environmental, professional engineering and construction management services necessary to design and build the Sultan Basin Road Overlay improvements. The fee to complete these services is not to exceed \$61,346.32 without prior written authorization by the City Council.

The City of Sultan has recently received grant funding for the design and construction of overlay improvements, ADA ramp upgrades and channelization of Sultan Basin Road. Minor adjustments to stormwater catch basin rims and manholes are anticipated. The project limits start approximately 325 feet north of the intersection with 137<sup>th</sup> Place SE, and extend approximately 1,450 lineal feet south.

City staff invited three engineering consulting firms to prepare a Letter of Interest. All three consulting firms responded. The firms were Blueline Group, Lochner and Skillings Connolly.

All three firms were interviewed by Sam Schuyler (WSDOT Local Agency Engineer) and Public Works Director Mick Matheson. As this is a federally funded project and WSDOT is the City of Sultan's Certified Agent, Mr. Schuyler is required to be a key member in the consultant selection process. Skillings Connolly, Inc was selected as the most qualified consulting engineering firm for this project.

**CITY OF SULTAN COUNCIL MEETING – March 28, 2013**

On a motion by Councilmember George, seconded by Councilmember Beeler, the Mayor was authorized to sign a contract with Skillings Connolly, Inc. to provide environmental, professional engineering and construction management services necessary to design and build the Sultan Basin Road Overlay improvements for an amount not to exceed \$61,346.32 without prior written authorization by the City Council. All ayes.

**PUBLIC COMMENTS**

Carl Brida: He is enthusiastic about the 3 on 3 basketball tournament and they will need the help of the City Council for the event. He would like to see more recreation opportunities in the city but it costs money. Would like to start working on projects now and provide funds for future events and not have to rely on local sponsors.

**COUNCILMEMBER RESPONSE TO PUBLIC COMMENT**

Neigel: Thanked Mr. Brida for his financial support and work.

Slawson: Snohomish County is beginning the design work on the park across the river and they are looking for help.

Davenport-Smith: Great work and she would be willing to work at the tournament. Suggested a running club.

Blair: Thanked Mr. Brida for his work. The park across the river is expected to provide economic impact to city. Love to see events coming to town.

Beeler: Thanks for bringing up events in city. Glad to see improvements on SBR to make it safer for runners and walkers. Look forward to completing projects

Mayor: The park across river will have RV and overnight camping.

**Adjournment**: On a motion by Councilmember Blair, seconded by Councilmember George, the meeting adjourned at 9:05 PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL**  
**AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 2  
**DATE:** April 11, 2013  
**SUBJECT:** Voucher Approval  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

*kw*

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$124,072.18 and payroll through March 28, 2013 in the amount of \$51,437.46 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$175,509.64

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
April 11, 2013**

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| Payroll Check #27876-83            | \$        | 5,617.86          |
| Direct Deposit #7                  | \$        | 27,943.79         |
| Benefits Check #27872-75           | \$        | 6,229.37          |
| Tax Deposit #PR 6                  | \$        | 11,646.44         |
| Accounts Payable Checks #27884-926 | \$        | 124,072.18        |
| ACH Transactions - DOR             | \$        |                   |
| <b>TOTAL</b>                       | <b>\$</b> | <b>175,509.64</b> |

\_\_\_\_\_  
Kenneth Marshall, Councilmember

\_\_\_\_\_  
Steve Slawson, Councilmember

\_\_\_\_\_  
Kay George, Councilmember

\_\_\_\_\_  
Sarah Davenport-Smith, Councilmember

\_\_\_\_\_  
Joseph Neigel, Councilmember

\_\_\_\_\_  
Kristina Blair, Councilmember

\_\_\_\_\_  
Jeffrey Beeler, Councilmember

P.2.7



# Payroll

## ACH Check Register

User: 'laura.koenig'  
 Printed: 04/02/2013 - 11:25AM  
 Batch: 1-4-2013  
 Include Partial: FALSE

| Check Date       | Check Number | Employee No | Employee Name    | Amount           |
|------------------|--------------|-------------|------------------|------------------|
| 04/05/2013       | 0            | 001         | Laura Koenig     | 1,964.99         |
| 04/05/2013       | 0            | 004         | Donna Murphy     | 1,417.61         |
| 04/05/2013       | 0            | 005         | Robert Martin    | 2,488.95         |
| 04/05/2013       | 0            | 007         | Julie Addington  | 1,390.59         |
| 04/05/2013       | 0            | 010         | Cindy Donk       | 1,470.30         |
| 04/05/2013       | 0            | 011         | Janice Mann      | 1,094.46         |
| 04/05/2013       | 0            | 013         | Rosemary Murphy  | 1,056.41         |
| 04/05/2013       | 0            | 015         | Kenneth Walker   | 2,687.70         |
| 04/05/2013       | 0            | 019         | Michael Matheson | 2,664.91         |
| 04/05/2013       | 0            | 020         | Connie Dunn      | 1,957.23         |
| 04/05/2013       | 0            | 025         | John Harris      | 1,868.36         |
| 04/05/2013       | 0            | 028         | Todd Strom       | 1,545.82         |
| 04/05/2013       | 0            | 049         | Victoria Forte   | 632.45           |
| 04/05/2013       | 0            | 072         | Carolyn Eslick   | 461.75           |
| 04/05/2013       | 0            | 079         | Steve Slawson    | 415.57           |
| 04/05/2013       | 0            | 120         | Matthew Wood     | 1,228.07         |
| 04/05/2013       | 0            | 121         | Jason Strauss    | 2,525.34         |
| 04/05/2013       | 0            | 122         | Steven Martin    | 1,073.28         |
| Total Employees: |              |             | 18               | Total: 27,943.79 |

# Payroll

## Computer Check Register

User: laura.koenig

Printed: 04/02/2013 - 11:22AM

Batch: 00001-04-2013 Computer



| Check No                     | Check Date | Employee Information         | Amount   |
|------------------------------|------------|------------------------------|----------|
|                              |            |                              | 2,011.65 |
| 27876                        | 04/05/2013 | 024 Michael Williams         | 1,343.65 |
| 27877                        | 04/05/2013 | 029 James Barns              | 415.57   |
| 27878                        | 04/05/2013 | 073 Sarah Davenport-Smith    | 369.40   |
| 27879                        | 04/05/2013 | 076 Kristina Blair           | 415.57   |
| 27880                        | 04/05/2013 | 092 Jeffrey Beeler, Sr       | 369.40   |
| 27881                        | 04/05/2013 | 094 Joseph Neigel            | 346.31   |
| 27882                        | 04/05/2013 | 096 Kenneth Marshall         | 346.31   |
| 27883                        | 04/05/2013 | 097 Belinda George           | 5,617.86 |
| Total Number of Employees: 8 |            | Total for Payroll Check Run: |          |

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 3/27/2013 - 10:49 AM



| Check        | Date       | Vendor No | Vendor Name                | Amount   | Voucher |
|--------------|------------|-----------|----------------------------|----------|---------|
| 27872        | 03/27/2013 | Retire    | Department of Retirement   | 600.00   | 0       |
| 27873        | 03/27/2013 | Retire    | Department of Retirement   | 4,760.47 | 0       |
| 27874        | 03/27/2013 | AFLAC     | AFLAC                      | 111.90   | 0       |
| 27875        | 03/27/2013 | UNION     | Teamsters Local Union #763 | 757.00   | 0       |
| Check Total: |            |           |                            | 6,229.37 |         |

# Accounts Payable

## Check Register Totals Only



User: laura.koenig  
 Printed: 4/3/2013 - 4:45 PM

| Check        | Date       | Vendor No | Vendor Name                        | Amount     | Voucher |
|--------------|------------|-----------|------------------------------------|------------|---------|
| 27884        | 04/03/2013 | AdvTele   | Advocate Telecom                   | 627.53     | 0       |
| 27885        | 04/03/2013 | agsupply  | AG Supply Co                       | 860.41     | 0       |
| 27886        | 04/03/2013 | AllWaste  | Allied Waste Services              | 11,713.50  | 0       |
| 27887        | 04/03/2013 | amtest    | AM Test                            | 25.00      | 0       |
| 27888        | 04/03/2013 | APP       | Associated Petroleum Products Inc  | 1,446.08   | 0       |
| 27889        | 04/03/2013 | Beeler    | Jeffrey Beeler                     | 364.99     | 0       |
| 27890        | 04/03/2013 | Code      | Code Publishing Company            | 180.00     | 0       |
| 27891        | 04/03/2013 | comcast   | Comcast                            | 740.47     | 0       |
| 27892        | 04/03/2013 | costco    | Costco                             | 177.37     | 0       |
| 27893        | 04/03/2013 | dsquare   | D-Square Energy Systems Inc        | 1,380.40   | 0       |
| 27894        | 04/03/2013 | Herald    | Daily Herald, The                  | 44.72      | 0       |
| 27895        | 04/03/2013 | Dunlap I  | Dunlap Industrial Hardware         | 43.81      | 0       |
| 27896        | 04/03/2013 | elite     | Elite Lock & Safe                  | 30.41      | 0       |
| 27897        | 04/03/2013 | EvUtil    | Everett Utilities                  | 1,573.52   | 0       |
| 27898        | 04/03/2013 | Eylander  | Eylanders Sales & Service Inc      | 196.46     | 0       |
| 27899        | 04/03/2013 | fastenal  | Fastenal                           | 39.12      | 0       |
| 27900        | 04/03/2013 | Frontier  | Frontier                           | 297.03     | 0       |
| 27901        | 04/03/2013 | GBGeek    | Gold Bar Geek                      | 919.71     | 0       |
| 27902        | 04/03/2013 | hach      | Hach Company                       | 1,058.42   | 0       |
| 27903        | 04/03/2013 | lakeside  | Lakeside Industries                | 371.38     | 0       |
| 27904        | 04/03/2013 | newman    | Newman Traffic Signs               | 80.04      | 0       |
| 27905        | 04/03/2013 | nextel    | Nextel Communications              | 331.58     | 0       |
| 27906        | 04/03/2013 | NorthSaf  | Northern Safety Co Inc.            | 87.95      | 0       |
| 27907        | 04/03/2013 | NWCas     | Northwest Cascade Inc              | 298.95     | 0       |
| 27908        | 04/03/2013 | AWWA Bel  | Northwest Washington Subsection AW | 190.00     | 0       |
| 27909        | 04/03/2013 | OfcDepot  | Office Depot                       | 961.94     | 0       |
| 27910        | 04/03/2013 | PitneyCr  | Pitney Bowes Inc                   | 154.07     | 0       |
| 27911        | 04/03/2013 | PUD 1     | PUD                                | 8,356.83   | 0       |
| 27912        | 04/03/2013 | PSE       | Puget Sound Energy                 | 361.16     | 0       |
| 27913        | 04/03/2013 | QBS       | Quality Buisness Systems           | 83.85      | 0       |
| 27914        | 04/03/2013 | SnoCoFl   | Snohomish County Fleet Management  | 321.72     | 0       |
| 27915        | 04/03/2013 | SnoPlan   | Snohomish County Planning and Deve | 627.75     | 0       |
| 27916        | 04/03/2013 | SRDTF     | Snohomish County Sheriff           | 76,016.17  | 0       |
| 27917        | 04/03/2013 | SCtreas   | Snohomish County Treasurer         | 82.24      | 0       |
| 27918        | 04/03/2013 | Snopac    | Snopac                             | 4,935.47   | 0       |
| 27919        | 04/03/2013 | Sound     | Sound Safety Products Co. Inc.     | 399.55     | 0       |
| 27920        | 04/03/2013 | Staples   | Staples Credit Plan                | 154.98     | 0       |
| 27921        | 04/03/2013 | tech      | Tech Depot                         | 291.22     | 0       |
| 27922        | 04/03/2013 | TSI       | Technical Systems, Inc.            | 5,162.68   | 0       |
| 27923        | 04/03/2013 | Thermco   | Thermco Products, Inc.             | 110.91     | 0       |
| 27924        | 04/03/2013 | atrua     | Aimee Lou Trua                     | 1,740.00   | 0       |
| 27925        | 04/03/2013 | usps      | USPS                               | 708.83     | 0       |
| 27926        | 04/03/2013 | Usps      | USPS                               | 523.96     | 0       |
| Check Total: |            |           |                                    | 124,072.18 |         |

# Accounts Payable

## Checks for Approval

User: laura.koenig

Printed: 4/3/2013 - 4:47 PM



| Check Number | Check Date | Fund Name                     | Account Name                  | Vendor Name                       | Void | Amount    |
|--------------|------------|-------------------------------|-------------------------------|-----------------------------------|------|-----------|
| 27884        | 04/03/2013 | GENERAL FUND                  | Repair and Maintenance        | Advocate Telecom                  |      | 289.33    |
| 27884        | 04/03/2013 | GENERAL FUND                  | Office/Operating Supplies     | Advocate Telecom                  |      | 338.20    |
| 27885        | 04/03/2013 | GENERAL FUND                  | Office/Operating Supplies     | AG Supply Co                      |      | 45.34     |
| 27885        | 04/03/2013 | STREET FUND                   | Office/Operating Supplies     | AG Supply Co                      |      | 16.27     |
| 27885        | 04/03/2013 | GENERAL FUND                  | Office/Operating Supplies     | AG Supply Co                      |      | 772.78    |
| 27885        | 04/03/2013 | GENERAL FUND                  | Office/Operating Supplies     | AG Supply Co                      |      | 17.34     |
| 27885        | 04/03/2013 | CEMETERY FUND                 | Operating Supplies            | AG Supply Co                      |      | 8.68      |
| 27886        | 04/03/2013 | UTILITY GARBAGE FUND          | Intergovernmental - Recycle   | Allied Waste Services             |      | 11,713.50 |
| 27887        | 04/03/2013 | UTILITY WATER FUND            | Miscellaneous                 | AM Test                           |      | 25.00     |
| 27888        | 04/03/2013 | UTILITY GARBAGE FUND          | Vehicle Operation/Maintenance | Associated Petroleum Products Inc |      | 864.76    |
| 27888        | 04/03/2013 | UTILITY GARBAGE FUND          | Vehicle Operation Maintenance | Associated Petroleum Products Inc |      | 105.56    |
| 27888        | 04/03/2013 | UTILITY SEWER FUND            | Vehicle Operation/Maintenance | Associated Petroleum Products Inc |      | 397.67    |
| 27888        | 04/03/2013 | UTILITY WATER FUND            | Vehicle Operation/Maintenance | Associated Petroleum Products Inc |      | 26.03     |
| 27888        | 04/03/2013 | CEMETERY FUND                 | Vehicle Operation/Maintenance | Associated Petroleum Products Inc |      | 26.03     |
| 27888        | 04/03/2013 | STREET FUND                   | Vehicle Operation/Maintenance | Associated Petroleum Products Inc |      | 26.03     |
| 27888        | 04/03/2013 | GENERAL FUND                  | Vehicle Maintenance           | Associated Petroleum Products Inc |      | 26.03     |
| 27889        | 04/03/2013 | GENERAL FUND                  | Travel and Seminars           | Associated Petroleum Products Inc |      | 364.99    |
| 27890        | 04/03/2013 | GENERAL FUND                  | Organization Dues             | Jeffrey Beeler                    |      | 180.00    |
| 27891        | 04/03/2013 | GENERAL FUND                  | Communication                 | Code Publishing Company           |      | 52.06     |
| 27891        | 04/03/2013 | UTILITY WATER FUND            | Communication                 | Comcast                           |      | 34.71     |
| 27891        | 04/03/2013 | UTILITY SEWER FUND            | Communication                 | Comcast                           |      | 34.71     |
| 27891        | 04/03/2013 | UTILITY GARBAGE FUND          | Communication                 | Comcast                           |      | 34.71     |
| 27891        | 04/03/2013 | STREET FUND                   | Communication                 | Comcast                           |      | 17.35     |
| 27891        | 04/03/2013 | GENERAL FUND                  | Communication                 | Comcast                           |      | 226.77    |
| 27891        | 04/03/2013 | UTILITY WATER FUND            | Communication                 | Comcast                           |      | 113.39    |
| 27891        | 04/03/2013 | UTILITY SEWER FUND            | Communication                 | Comcast                           |      | 113.38    |
| 27891        | 04/03/2013 | UTILITY GARBAGE FUND          | Communication                 | Comcast                           |      | 113.39    |
| 27891        | 04/03/2013 | GENERAL FUND                  | Communication                 | Comcast                           |      | 177.37    |
| 27892        | 04/03/2013 | GENERAL FUND                  | Office/Operating Supplies     | Costco                            |      | 91.68     |
| 27893        | 04/03/2013 | UTILITY SEWER FUND            | Repair and Maintenance        | D-Square Energy Systems Inc       |      | 1,288.72  |
| 27893        | 04/03/2013 | UTILITY SEWER FUND            | Repair and Maintenance        | D-Square Energy Systems Inc       |      | 44.72     |
| 27894        | 04/03/2013 | WATER SYSTEM IMPROVEMENT FUND | Water Project - Other         | Daily Herald, The                 |      | 43.81     |
| 27895        | 04/03/2013 | STREET FUND                   | Small Tools/Minor Equipment   | Dunlap Industrial Hardware        |      | 30.41     |
| 27896        | 04/03/2013 | BUILDING MAINTENANCE FUND     | Operating Supply              | Elite Lock & Safe                 |      | 1,373.52  |
| 27897        | 04/03/2013 | UTILITY WATER FUND            | Water Service - Everett       | Everett Utilities                 |      | 196.46    |
| 27898        | 04/03/2013 | BUILDING MAINTENANCE FUND     | Ending Fund Balance           | Eylanders Sales & Service Inc     |      |           |

| Check Number | Check Date | Fund Name                   | Account Name                   | Vendor Name           | Void | Amount   |
|--------------|------------|-----------------------------|--------------------------------|-----------------------|------|----------|
| 27899        | 04/03/2013 | STREET FUND                 | Small Tools/Minor Equipment    | Fastenal              |      | 39.12    |
| 27900        | 04/03/2013 | GENERAL FUND                | Communication                  | Frontier              |      | 10.38    |
| 27900        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Frontier              |      | 10.38    |
| 27900        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Frontier              |      | 10.38    |
| 27900        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Frontier              |      | 106.88   |
| 27900        | 04/03/2013 | GENERAL FUND                | Communication                  | Frontier              |      | 15.51    |
| 27900        | 04/03/2013 | STREET FUND                 | Communication                  | Frontier              |      | 15.51    |
| 27900        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Frontier              |      | 15.51    |
| 27900        | 04/03/2013 | STREET FUND                 | Communication                  | Frontier              |      | 10.38    |
| 27900        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Frontier              |      | 10.38    |
| 27900        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Frontier              |      | 15.51    |
| 27900        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Frontier              |      | 15.51    |
| 27900        | 04/03/2013 | GENERAL FUND                | Communication                  | Frontier              |      | 12.14    |
| 27900        | 04/03/2013 | STREET FUND                 | Communication                  | Frontier              |      | 12.14    |
| 27900        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Frontier              |      | 12.14    |
| 27900        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Frontier              |      | 12.14    |
| 27900        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Frontier              |      | 12.14    |
| 27901        | 04/03/2013 | INFORMATION TECHNOLOGY FUNI | Professional Service           | Gold Bar Geek         |      | 919.71   |
| 27902        | 04/03/2013 | UTILITY SEWER FUND          | Operating Supplies             | Hach Company          |      | 1,058.42 |
| 27903        | 04/03/2013 | UTILITY WATER FUND          | Operating Supply - New Connect | Lakeside Industries   |      | 123.79   |
| 27903        | 04/03/2013 | STREET FUND                 | Office/Operating Supplies      | Lakeside Industries   |      | 123.79   |
| 27903        | 04/03/2013 | UTILITY SEWER FUND          | Operating Supplies             | Lakeside Industries   |      | 123.80   |
| 27904        | 04/03/2013 | GENERAL FUND                | Office/Operating Supplies      | Newman Traffic Signs  |      | 80.04    |
| 27905        | 04/03/2013 | STREET FUND                 | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | GENERAL FUND                | Communication                  | Nextel Communications |      | 37.23    |
| 27905        | 04/03/2013 | GENERAL FUND                | Office/Operating Supplies      | Nextel Communications |      | 23.14    |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Nextel Communications |      | 4.62     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Nextel Communications |      | 4.62     |
| 27905        | 04/03/2013 | GENERAL FUND                | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | STREET FUND                 | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | STREET FUND                 | Communication                  | Nextel Communications |      | 7.28     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 7.28     |
| 27905        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Nextel Communications |      | 7.29     |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 7.28     |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Nextel Communications |      | 7.28     |
| 27905        | 04/03/2013 | GENERAL FUND                | Communication                  | Nextel Communications |      | 7.28     |
| 27905        | 04/03/2013 | STREET FUND                 | Communication                  | Nextel Communications |      | 23.14    |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 23.14    |
| 27905        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Nextel Communications |      | 36.41    |
| 27905        | 04/03/2013 | UTILITY SEWER FUND          | Communication                  | Nextel Communications |      | 23.14    |
| 27905        | 04/03/2013 | UTILITY WATER FUND          | Communication                  | Nextel Communications |      | 4.63     |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND        | Communication                  | Nextel Communications |      | 4.63     |

| Check Number | Check Date | Fund Name               | Account Name                   | Vendor Name                          | Void | Amount |
|--------------|------------|-------------------------|--------------------------------|--------------------------------------|------|--------|
| 27905        | 04/03/2013 | UTILITY SEWER FUND      | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND    | Communication                  | Nextel Communications                |      | 4.62   |
| 27905        | 04/03/2013 | GENERAL FUND            | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | STREET FUND             | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | UTILITY WATER FUND      | Communication                  | Nextel Communications                |      | 7.28   |
| 27905        | 04/03/2013 | UTILITY SEWER FUND      | Communication                  | Nextel Communications                |      | 7.28   |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND    | Communication                  | Nextel Communications                |      | 7.29   |
| 27905        | 04/03/2013 | GENERAL FUND            | Communication                  | Nextel Communications                |      | 7.28   |
| 27905        | 04/03/2013 | STREET FUND             | Communication                  | Nextel Communications                |      | 7.28   |
| 27905        | 04/03/2013 | UTILITY WATER FUND      | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | UTILITY SEWER FUND      | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | UTILITY GARBAGE FUND    | Communication                  | Nextel Communications                |      | 4.62   |
| 27905        | 04/03/2013 | GENERAL FUND            | Communication                  | Nextel Communications                |      | 4.63   |
| 27905        | 04/03/2013 | STREET FUND             | Communication                  | Nextel Communications                |      | 4.63   |
| 27906        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Nextel Communications                |      | 4.63   |
| 27906        | 04/03/2013 | STREET FUND             | Office/Operating Supplies      | Nextel Communications                |      | 4.63   |
| 27906        | 04/03/2013 | UTILITY WATER FUND      | Operating Supply - New Connect | Nextel Communications                |      | 17.33  |
| 27906        | 04/03/2013 | UTILITY SEWER FUND      | Operating Supplies             | Northern Safety Co Inc.              |      | 17.31  |
| 27906        | 04/03/2013 | STORMWATER UTILITY FUND | Operating Supplies             | Northern Safety Co Inc.              |      | 12.00  |
| 27906        | 04/03/2013 | UTILITY GARBAGE FUND    | Operating Supplies             | Northern Safety Co Inc.              |      | 12.00  |
| 27907        | 04/03/2013 | GENERAL FUND            | Rentals                        | Northern Safety Co Inc.              |      | 12.00  |
| 27907        | 04/03/2013 | GENERAL FUND            | Rentals                        | Northern Safety Co Inc.              |      | 17.31  |
| 27908        | 04/03/2013 | UTILITY SEWER FUND      | Travel and Seminars            | Northern Safety Co Inc.              |      | 185.50 |
| 27909        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Northwest Cascade Inc                |      | 113.45 |
| 27909        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Northwest Cascade Inc                |      | 190.00 |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Northwest Washington Subsection AWWA |      | 72.61  |
| 27909        | 04/03/2013 | STREET FUND             | Office Supplies                | Office Depot                         |      | 72.61  |
| 27909        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Office Depot                         |      | 72.61  |
| 27909        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Office Depot                         |      | 72.62  |
| 27909        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Office Depot                         |      | 290.44 |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Office Depot                         |      | 4.44   |
| 27909        | 04/03/2013 | STREET FUND             | Office/Operating Supplies      | Office Depot                         |      | 4.44   |
| 27909        | 04/03/2013 | GENERAL FUND            | Office Supplies                | Office Depot                         |      | 4.44   |
| 27909        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Office Depot                         |      | 4.44   |
| 27909        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Office Depot                         |      | 4.44   |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Office Depot                         |      | 17.75  |
| 27909        | 04/03/2013 | STREET FUND             | Office/Operating Supplies      | Office Depot                         |      | 8.54   |
| 27909        | 04/03/2013 | GENERAL FUND            | Office Supplies                | Office Depot                         |      | 8.54   |
| 27909        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Office Depot                         |      | 8.54   |
| 27909        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Office Depot                         |      | 8.54   |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Office Depot                         |      | 8.54   |
| 27909        | 04/03/2013 | STREET FUND             | Office/Operating Supplies      | Office Depot                         |      | 34.16  |
| 27909        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Office Depot                         |      | 4.01   |
| 27909        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Office Depot                         |      | 4.01   |
| 27909        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Office Depot                         |      | 4.00   |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Office Depot                         |      | 4.01   |
| 27909        | 04/03/2013 | STREET FUND             | Office/Operating Supplies      | Office Depot                         |      | 16.03  |
| 27909        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Office Depot                         |      | 16.03  |

| Check Number | Check Date | Fund Name            | Account Name                  | Vendor Name                                     | Void | Amount    |
|--------------|------------|----------------------|-------------------------------|---|------|-----------|
| 27909        | 04/03/2013 | UTILITY WATER FUND   | Office Supplies               | Office Depot                                    |      | 30.65     |
| 27909        | 04/03/2013 | UTILITY SEWER FUND   | Office Supplies               | Office Depot                                    |      | 30.64     |
| 27909        | 04/03/2013 | UTILITY GARBAGE FUND | Office Supplies               | Office Depot                                    |      | 30.65     |
| 27909        | 04/03/2013 | STREET FUND          | Office Supplies               | Office Depot                                    |      | 30.64     |
| 27909        | 04/03/2013 | GENERAL FUND         | Office/Operating Supplies     | Office Depot                                    |      | 122.58    |
| 27910        | 04/03/2013 | GENERAL FUND         | Communication                 | Pinney Bowes Inc                                |      | 36.98     |
| 27910        | 04/03/2013 | STREET FUND          | Communication                 | Pinney Bowes Inc                                |      | 19.26     |
| 27910        | 04/03/2013 | UTILITY WATER FUND   | Communication                 | Pinney Bowes Inc                                |      | 26.19     |
| 27910        | 04/03/2013 | UTILITY SEWER FUND   | Communication                 | Pinney Bowes Inc                                |      | 26.19     |
| 27910        | 04/03/2013 | UTILITY GARBAGE FUND | Communication                 | Pinney Bowes Inc                                |      | 26.19     |
| 27910        | 04/03/2013 | GENERAL FUND         | Communication                 | Pinney Bowes Inc                                |      | 19.26     |
| 27911        | 04/03/2013 | UTILITY WATER FUND   | Water Service - Everett       | Pinney Bowes Inc                                |      | 170.38    |
| 27911        | 04/03/2013 | UTILITY SEWER FUND   | Utilities                     | PUD   |      | 170.38    |
| 27911        | 04/03/2013 | UTILITY GARBAGE FUND | Utilities                     | PUD   |      | 170.38    |
| 27911        | 04/03/2013 | STREET FUND          | Utilities                     | PUD   |      | 170.38    |
| 27911        | 04/03/2013 | GENERAL FUND         | Utilities                     | PUD   |      | 170.38    |
| 27911        | 04/03/2013 | GENERAL FUND         | Utilities                     | PUD   |      | 851.90    |
| 27911        | 04/03/2013 | GENERAL FUND         | Utilities                     | PUD   |      | 347.93    |
| 27911        | 04/03/2013 | UTILITY WATER FUND   | Utilities                     | PUD   |      | 2,760.96  |
| 27911        | 04/03/2013 | UTILITY WATER FUND   | Water Service - Everett       | PUD   |      | 39.76     |
| 27911        | 04/03/2013 | UTILITY WATER FUND   | Water Service - Everett       | PUD   |      | 39.75     |
| 27911        | 04/03/2013 | UTILITY SEWER FUND   | Utilities                     | PUD   |      | 39.76     |
| 27911        | 04/03/2013 | UTILITY GARBAGE FUND | Utilities                     | PUD   |      | 39.75     |
| 27911        | 04/03/2013 | STREET FUND          | Utilities                     | PUD   |      | 113.28    |
| 27911        | 04/03/2013 | STREET FUND          | Utilities                     | PUD   |      | 52.84     |
| 27911        | 04/03/2013 | GENERAL FUND         | Utilities                     | PUD   |      | 71.09     |
| 27911        | 04/03/2013 | GENERAL FUND         | Utilities                     | PUD   |      | 558.55    |
| 27911        | 04/03/2013 | UTILITY SEWER FUND   | Utilities                     | PUD   |      | 174.31    |
| 27911        | 04/03/2013 | STREET FUND          | Utilities                     | PUD   |      | 2,415.05  |
| 27911        | 04/03/2013 | STREET FUND          | Utilities                     | PUD   |      | 180.58    |
| 27912        | 04/03/2013 | GENERAL FUND         | Utilities                     | Puget Sound Energy                              |      | 36.12     |
| 27912        | 04/03/2013 | STREET FUND          | Utilities                     | Puget Sound Energy                              |      | 36.11     |
| 27912        | 04/03/2013 | STREET FUND          | Utilities                     | Puget Sound Energy                              |      | 36.12     |
| 27912        | 04/03/2013 | UTILITY WATER FUND   | Water Service - Everett       | Puget Sound Energy                              |      | 36.11     |
| 27912        | 04/03/2013 | UTILITY SEWER FUND   | Utilities                     | Puget Sound Energy                              |      | 36.12     |
| 27912        | 04/03/2013 | UTILITY GARBAGE FUND | Utilities                     | Puget Sound Energy                              |      | 36.11     |
| 27912        | 04/03/2013 | GENERAL FUND         | Utilities                     | Puget Sound Energy                              |      | 36.12     |
| 27913        | 04/03/2013 | GENERAL FUND         | Office/Operating Supplies     | Puget Sound Energy                              |      | 16.77     |
| 27913        | 04/03/2013 | STREET FUND          | Office Supplies               | Quality Business Systems                        |      | 16.77     |
| 27913        | 04/03/2013 | UTILITY WATER FUND   | Office Supplies               | Quality Business Systems                        |      | 16.77     |
| 27913        | 04/03/2013 | UTILITY SEWER FUND   | Office Supplies               | Quality Business Systems                        |      | 16.77     |
| 27913        | 04/03/2013 | UTILITY GARBAGE FUND | Office Supplies               | Quality Business Systems                        |      | 16.77     |
| 27914        | 04/03/2013 | STREET FUND          | Office Supplies               | Quality Business Systems                        |      | 321.72    |
| 27915        | 04/03/2013 | GENERAL FUND         | Capital - Equipment and Signs | Snohomish County Fleet Management Division      |      | 627.75    |
| 27916        | 04/03/2013 | GENERAL FUND         | SnoCity Plan/Building Service | Snohomish County Planning and Development Servi |      | 76,016.17 |
| 27917        | 04/03/2013 | GENERAL FUND         | Intergovernmental - 800 MHZ   | Snohomish County Sheriff                        |      | 82.24     |
|              |            |                      | Crime Victim Services         | Snohomish County Treasurer                      |      |           |

| Check Number | Check Date | Fund Name               | Account Name                   | Vendor Name                    | Void | Amount   |
|--------------|------------|-------------------------|--------------------------------|--------------------------------|------|----------|
| 27918        | 04/03/2013 | GENERAL FUND            | Intergovernmental - SNOPAC     | Snopac                         |      | 4,935.47 |
| 27919        | 04/03/2013 | UTILITY SEWER FUND      | Uniforms                       | Sound Safety Products Co. Inc. |      | 250.00   |
| 27919        | 04/03/2013 | UTILITY SEWER FUND      | Uniforms                       | Sound Safety Products Co. Inc. |      | 149.55   |
| 27920        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Staples Credit Plan            |      | 77.49    |
| 27920        | 04/03/2013 | STREET FUND             | Office Supplies                | Staples Credit Plan            |      | 19.37    |
| 27920        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Staples Credit Plan            |      | 19.38    |
| 27920        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Staples Credit Plan            |      | 19.37    |
| 27920        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Staples Credit Plan            |      | 19.37    |
| 27921        | 04/03/2013 | UTILITY WATER FUND      | Office Supplies                | Tech Depot                     |      | 36.40    |
| 27921        | 04/03/2013 | UTILITY SEWER FUND      | Office Supplies                | Tech Depot                     |      | 36.40    |
| 27921        | 04/03/2013 | UTILITY GARBAGE FUND    | Office Supplies                | Tech Depot                     |      | 36.40    |
| 27921        | 04/03/2013 | STREET FUND             | Office Supplies                | Tech Depot                     |      | 36.40    |
| 27921        | 04/03/2013 | GENERAL FUND            | Office/Operating Supplies      | Tech Depot                     |      | 145.62   |
| 27922        | 04/03/2013 | UTILITY SEWER FUND      | Repair and Maintenance         | Technical Systems, Inc.        |      | 3,696.48 |
| 27922        | 04/03/2013 | UTILITY SEWER FUND      | Repair and Maintenance         | Technical Systems, Inc.        |      | 1,466.20 |
| 27923        | 04/03/2013 | UTILITY SEWER FUND      | Miscellaneous                  | Thermco Products, Inc.         |      | 110.91   |
| 27924        | 04/03/2013 | GENERAL FUND            | Professional Services - Prosec | Aimee Lou Trua                 |      | 40.00    |
| 27924        | 04/03/2013 | GENERAL FUND            | Professional Services - Prosec | Aimee Lou Trua                 |      | 1,700.00 |
| 27925        | 04/03/2013 | UTILITY WATER FUND      | Communication                  | USPS                           |      | 212.65   |
| 27925        | 04/03/2013 | UTILITY SEWER FUND      | Communication                  | USPS                           |      | 212.65   |
| 27925        | 04/03/2013 | UTILITY GARBAGE FUND    | Communication                  | USPS                           |      | 212.65   |
| 27925        | 04/03/2013 | STORMWATER UTILITY FUND | Communication                  | USPS                           |      | 70.88    |
| 27926        | 04/03/2013 | UTILITY GARBAGE FUND    | Communication                  | USPS                           |      | 523.96   |

Report Total:

124,072.18

## SULTAN CITY COUNCIL SUBCOMMITTEE AGENDA ITEM COVER SHEET

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ITEM NO: C - 3  
DATE: April 11, 2013  
SUBJECT: Utility Relief Requests  
CONTACT PERSON: Janice Mann, Utility Clerk 

**ISSUE:**

The Council Sub-Committee met on March 28, 2013 to review requests for relief from excess utility billing charges and adjustments to billed amounts in accordance with the current adopted Council policy. The recommendations are included on the attached report.

**RECOMMENDATION:**

Approve the recommendations of the Council Sub-Committee for adjustments and credits to utility accounts.

**FISCAL IMPACT:**

\$525.40

**ATTACHMENTS:**

A. Sub-Committee report / recommendations.

**1) Account # 5793 – 321 Amberwood Circle**

**RE: Requesting relief of excess water charges due to water line leak = \$104.11**

Property owner contacted City Hall on 2/11/13 to inform staff they had found a leak under their garage floor and had repaired it themselves. They submitted utility relief request form and receipt as required.

**APPROVED at 50%: The Sub-committee determined the water had been processed and delivered through the City's water system, the property owner should bear part of the costs for processing the water. Relief was granted in the amount of \$52.06.**

**2) Account # 5923 – 107 High Avenue**

**RE: Requesting relief of excess water charges due to water line leak = \$505.72**

Staff contacted property owner on 12/07/12 to inform them their water consumption had been gradually increasing and our public works dept. had confirmed they had a leak. The owner said he figured they had a leak due to the high bills, but was hoping to wait until Spring to find and repair it. As it was obvious the leak was getting worse, he decided to take care of it right away. Upon completion of repair, the owner filled out the utility relief request form on 1/15/13 and submitted it to City Hall on 2/06/13. **\*Note: The property owner has been granted relief previously (actually twice – in 2008 and 2009). The property owner feels the City may bear some responsibility in regards to recurring leak issues that have occurred over the years and will be present at the sub-committee meeting to plead their case.**

**DENIED: The Sub-committee agreed that per the City's utility relief procedures and policies, the property owner is not eligible for relief as it had not been five years since they last received relief.**

**3) Account # 5979 – 14110 339<sup>th</sup> Avenue SE**

**RE: Requesting relief of excess water charges due to water line leak = \$420.05**

Staff called and left message for property owners on 12/18/13 to inform them they most likely had a leak as their consumption was climbing. On 12/21/13, the property owner returned call to Staff and reported that he did indeed have a substantial leak and was going to call a plumber immediately to have it repaired. Upon having leak repaired, the owner submitted a utility relief request form on 1/28/13. Repair receipt included.

**APPROVED at 50%: The Sub-committee determined the water had been processed and delivered through the City's water system, the property owner should bear part of the costs for processing the water. Relief was granted in the amount of \$210.03.**

**4) Account # 6761 – 30232 131<sup>st</sup> Place SE**

**RE: Requesting relief of excess water charges due to water line leak = \$526.61**

On 1/02/13, Staff had Public Works dept. check for leak at this property, as the December consumption was triple what the customer normally uses. A Public Works crew member confirmed there was a leak and informed the property owner the same day. The owner subsequently found the leak and repaired it himself. Utility relief request form was submitted on 1/28/13.

**APPROVED at 50%: The Sub-committee determined the water had been processed and delivered through the City's water system, the property owner should bear part of the costs for processing the water. Relief was granted in the amount of \$263.31**

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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Agenda Item : C 4

Date: April 11, 2012

SUBJECT: National Volunteer Appreciation Week is April 21 – 27, 2013

CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator

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**ISSUE:**

The issue before the Council is to authorize the Mayor to sign the proposed Proclamation recognizing April 21 – 27, 2013 as National Volunteer Week in Sultan, Washington.

**SUMMARY STATEMENT:**

Volunteerism and recognition of volunteers in the City of Sultan is a top priority for the citizens, the Mayor and the City Council of Sultan. The City recognizes that volunteers are an integral and important part of the City's character and the Mayor and City Council desire to recognize those volunteers.

A number of recognition programs are held throughout the year. Community Awards Night, the City of Sultan's quarterly "Volunteer Spotlight Program", National Volunteer Appreciation Week Proclamation and the Volunteer Appreciation Dinner.

This year, Mayor Eslick directed staff to coordinate with Kathi Allen, 5<sup>th</sup> Grade Teacher at Sultan Elementary School to provide a 5<sup>th</sup> Grade student to read the Volunteer Appreciation Proclamation at the April 11, 2013 Council Meeting.

**Attachment:**

- Proclamation for National Volunteer Appreciation Week – April 21 – 27, 2013



# City of Sultan

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## PROCLAMATION National Volunteer Appreciation Week – April 21 – 27, 2013

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations like Volunteers of America/Sky Valley Resource Center, Sultan Visitor Information Center and Sultan School District.

WHEREAS, during this week, all over the nation, service projects will be performed and volunteers will be recognized for their commitment to service.

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems; and

WHEREAS, our country's volunteer force over 64 million people is a great treasure; and

WHEREAS, Sultan community members have donated thousands of hours to improve and enhance the Skykomish Valley.

WHEREAS, volunteers are vital to our future as a caring and productive nation;

NOW, THEREFORE, I, Mayor Carolyn Eslick do hereby proclaim April 21 – 27, 2013 as National Volunteer Week in Sultan Washington, and urge my fellow citizens to volunteer in their communities. By volunteering and recognizing those who serve, we can replace disconnection with understanding and compassion.

Signed this 11<sup>th</sup> day of April, 2013

Attest:

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Carolyn Eslick, Mayor

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Laura J. Koenig – City Clerk

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Action A 1

DATE: April 11, 2013

SUBJECT: Ordinance 1167-13 - 2013 Budget Amendments

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

**ISSUE:**  
The issue before the Council is to introduce and adopt Ordinance 1167-13 to amend the 2013 Budget.

**SUMMARY STATEMENT:**  
The Capital Budget included expenditures in the Sewer System Improvement Fund (407) for the Alder Avenue/Sultan Bridge sewerline design and the Lift Station upgrade design. The adopted budget for Fund 407 only provided \$33,000 for the Alder Avenue/Sultan Bridge design and erroneously left out the Lift Station upgrade design.

On February 28, 2013, the Council approved a contract with RH2 Engineering in the amount of \$69,000 to begin the design work on the Lift Station. Staff found the error in the budget and did not finalize the contract with RH2 Engineering.

Staff recommends the following amends to the 2013 Budget:

**407 Sewer System Improvement Fund:**  
The sewer capital fund is used to fund capital improvement projects. The City constructed short term improvements at the Wastewater Treatment Plant in 2011 and 2012. The City is proposing to retain a consultant in 2013 to prepare an engineering plans and specifications to upgrade the lift station to improve capacity. The endeavor is estimated to \$65,000.

| Sewer Improvements Capital Budget           | 2013     | 2014      | Total     |
|---|----------|-----------|-----------|
| Alder Avenue and Sultan Bridge Sewer Design | \$33,000 | \$227,000 | \$260,000 |
| Lift Station Upgrade design                 | \$65,000 | \$650,000 | \$715,000 |
| Total                                       | \$98,000 | \$877,000 | \$975,000 |

### 2013 Budget 407 Sewer System Improvement Fund

| Account Number     | Description                | 2013 Adopted | 2013 Amended |
|--------------------|----------------------------|--------------|--------------|
| 407-000-308-10-000 | Beginning Fund Balance     | \$0          | \$0          |
| 407-000-361-11-000 | Investment Interest        | \$0          | \$0          |
|                    | Operating Transfer In      | \$50,000     | \$102,000    |
|                    | Total Resources            | \$50,000     | \$102,000    |
| 407-407-594-35-410 | Professional - Engineering | \$33,000     | \$102,000    |
| 407-407-594-35-633 | Construction Projects      | \$0          | \$0          |
|                    | Total Expense              | \$33,000     | \$102,000    |
| 407-900-508-00-000 | Ending Fund Balance        | \$17,000     | \$0          |

**404 CR Sewer Fund:**

The CR Sewer (Reserve) Fund did not include the operating transfer for Sewer System Improvements for 2013. \$50,000 will be transferred from the Sewer Operating Fund (401) and the balance of \$52,000 will be transferred from the CR Sewer Fund (404).

Staff recommends the following budget amendment:

**2013 Budget 404 CR Sewer Fund**

| Account Number     | Description             | 2013 Adopted | 2013 Amended |
|--------------------|-------------------------|--------------|--------------|
| 404-000-308-80-000 | Beginning Fund Balance  | \$0          | \$52,000     |
| 404-000-361-11-000 | Investment Interest     | \$0          | \$0          |
| 404-000-379-20-000 | Sewer Connection Charge | \$0          | \$0          |
|                    | Totals                  | \$0          | \$52,000     |
|                    |                         |              |              |
| 404-404-597-40-030 | Operating Transfer Out  | \$0          | \$52,000     |
|                    | Totals                  | \$0          | \$52,000     |
|                    |                         |              |              |
| 404-900-508-00-000 | Ending Fund Balance     | \$0          | \$0          |

**COUNCIL ACTION ALTERNATIVES:**

1. Adopt Ordinance 1167-13 amending the 2012 Budget as amended during the first reading.
2. Do not adopt Ordinance 1167-13 to amend the budget as amended during the first reading and direct staff to areas of concern.

**RECOMMENDED ACTION:**

Adoption of Ordinance 1167-13 to amend the 2013 Budget as amended on first reading..

Attachments:           A. Ordinance 1167-13

**CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1167-13**

**AN ORDINANCE OF THE CITY OF SULTAN AMENDING THE 2013  
BUDGET ADOPTED UNDER ORDINANCE 1164-12 ; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City is required under state law to have a balanced budget; and

WHEREAS, the 2013 budget was adopted under Ordinance 1164-12 in December 2012, and

WHEREAS, it is necessary to amend the budget to adjust for unanticipated revenues or expenditures; now therefore

THE CITY COUNCIL OF THE CITY OF SULTAN DO ORDAIN AS FOLLOWS:

**SECTION 1:** The 2013 Budget as authorized under Ordinance 11164-12 for revenues and expenditures for the operation of the City of Sultan for the fiscal year ending December 31, 2013 is amended to increase in the following amounts:

| FUND # AND NAME              | REVENUES/<br>UNENCUMBERED<br>FUNDS | EXPENDITURES |
|------------------------------|------------------------------------|--------------|
| 404 Sewer System             | \$ 52,000                          | \$ 52,000    |
| 407 Sewer System Improvement | \$ 52,000                          | \$ 69,000    |

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE      DAY OF  
2013.**

CITY OF SULTAN

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Laura Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Ann Marie Soto, City Attorney

Published:

Effective Date:

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** A-2  
**DATE:** April 11, 2013  
**SUBJECT:** Ordinance 1168-13, US 2 Speed Limit Reduction  
**CONTACT PERSON:** Mick Matheson, P.E. – Public Works Director



**ISSUE:**

The issue before the city council is to adopt Ordinance No. 1168-13 (Attachment A) to permanently reduce the speed limit on US 2 from Highway Milepost 23.32 to Milepost 24.15.

**STAFF RECOMMENDATION:**

Adopt Ordinance No. 1168-13 to reduce the speed limit from 50 mph to 40 mph on US 2 from Highway Milepost 23.32 to Milepost 24.15.

**SUMMARY:**

In March of 2012, the Council passed Ordinance 1138-12 to temporarily reduce the speed limit on US 2 from Highway Milepost 23.32 to Milepost 24.39 from 50 MPH to 40 MPH during construction of the intersection improvements at US 2 and 339<sup>th</sup> Avenue SE (Rice Road roundabout). The ordinance will expire upon notification by the WSDOT of the completion of the intersection improvements at US 2 and 339<sup>th</sup> Avenue SE.

In order to permanently reduce the speed limit from 50 MPH to 40 MPH, an engineering and traffic investigation is required after the construction project is completed. WSDOT has recently completed this investigation pursuant to RCW 46.61.405 to allow for the permanent speed reduction.

**ALTERNATIVES:**

1. Approve the attached ordinance. This action implies the city supports the proposal to reduce the speed limit on US 2
2. Do not approve the attached ordinance and direct staff to areas of concern. This action implies the city council has questions or concerns regarding the proposed speed limit reduction.

**RECOMMENDED ACTION:**

Adopt Ordinance No. 1168-13 to reduce the speed limit on US2 from Highway Milepost 23.32 to Milepost 24.15 from 50 mph to 40 mph in the vicinity of the roundabout project.

**ATTACHMENTS:** A – Ordinance 1168-13

CITY OF SULTAN  
WASHINGTON  
ORDINANCE NO. 1168-13

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,  
REVISING SULTAN MUNICIPAL ORDINANCE 10.08.010,  
TEMPORARILY REDUCING THE SPEED LIMIT FROM US 2  
MILEPOST 23.32 TO MILEPOST 24.15 FROM 50 MILES PER  
HOUR TO 40 MILES PER HOUR; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, citizens, Fire District 5 and state and local officials have expressed concerns to WSDOT about the current speed limit on US 2 in the vicinity of the roundabout project;

WHEREAS, Lorena Eng representing the secretary of transportation determined on the basis of an engineering and traffic investigation pursuant to RCW 46.61.405 (Decreases by secretary of transportation) that the maximum speed hereinbefore set forth is greater than is reasonable or safe to a state highway under the conditions found to exist;

WHEREAS, per RCW 46.61.415 (When local authorities may alter maximum limits); the City Council may alter maximum limits determined on the basis of an engineering and traffic investigation which WSDOT has conducted for the present condition;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The speed limit on US 2 is reduced from 50 miles per hour to 40 miles per hour from US 2 milepost 23.32 to milepost 24.15.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall become effective immediately upon passage, but not enforceable until such time as the regulatory speed limit signs are installed.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

CITY OF SULTAN

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:  
Laura Koenig, City Clerk  
Approved as to form:  
Ann Marie Soto, City Attorney

## SULTAN CITY COUNCIL MEETING AGENDA COVER SHEET

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**ITEM NO:** Action A-3  
**DATE:** April 11, 2013  
**SUBJECT:** City of Sultan 2013 Fee Schedule - Amendment  
Resolution 13-02  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director 

**ISSUE:**

The issue before the Council is the adoption of Resolution 13-02 amending the 2013 City of Sultan Fee Schedule that sets fees charged by the City for the various services provided to citizens and community. The amendment would decrease the amount charged for an initial business license from \$50 to \$25.

**BACKGROUND:**

Resolution 12-17 setting the 2013 Fee Schedule was adopted by the City Council on November 29, 2012. The adopted schedule included a \$50 fee for a new business license with the city. The annual renewal fee for a business license is \$50.

**SUMMARY:**

During the March 23, 2013 Council retreat the fee for a new business license with the city was discussed. The current fee for a new business license is \$50 and the annual renewal is \$50. A reduced fee for all new business was discussed to encourage economic growth. The Council was in agreement to reduce the new business license fee to \$25.

Applications for a business license are submitted through the State of Washington Business Licensing Service. This allows applicants to obtain a state license and city licenses at the same time. The State notifies the city that an application has been received. Staff reviews the application for code compliance and approves the application on line.

The revised fee schedule would be as follows:

**Other Municipal Services**

|                          |         |
|--------------------------|---------|
| Business License         | \$25.00 |
| Business License Renewal | \$50.00 |

**RECOMMENDED ACTION:**

Authorize the Mayor to sign Resolution 13-02 amending the 2013 City of Sultan Fee Schedule.

Attachment: Resolution 13-02 - Amending 2013 Fee Schedule

**CITY OF SULTAN  
SULTAN WASHINGTON**

**RESOLUTION 13-02**

**A RESOLUTION AMENDING THE 2012 FEE SCHEDULE TO ESTABLISHING FEES,  
FINES, PENALTIES AND CHARGES FOR SERVICES PROVIDED BY THE CITY.**

WHEREAS, the City Council of the City of Sultan has determined that it is in the best interests of the City of Sultan to provide a single, efficient and convenient listing of all fees, fines, penalties, interest and charges for permits, services applications and filing fees; and

WHEREAS, such a listing will better facilitate the updating and uniform review of all such fees, fines, penalties, interest and charges on a periodic basis;

WHEREAS, all ordinances require the setting of fees, fines, penalties, interest and charges for service by resolution;

WHEREAS, the Council has determined it would be in the best interest of the community to decrease the initial business license fee;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sultan that the document as 2013 City of Sultan Fee Schedule adopted under Resolution 12-17 is hereby amended as follows:

**Other Municipal Services**

|                                |         |
|--------------------------------|---------|
| Business License .....         | \$25.00 |
| Business License Renewal ..... | \$50.00 |

PASSED AND ADOPTED this 11<sup>th</sup> day of April, 2013.

CITY OF SULTAN

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** A-4  
**DATE:** April 11, 2013  
**SUBJECT:** Resolution 13-01 Customer Service Policy  
**CONTACT PERSON:** Ken Walker, City Administrator *KW*

**ISSUE:**

The issue before the city council is to authorize the mayor to sign Resolution No. 13-01 adopting a Customer Service Policy

**SUMMARY:**

The Customer Service Policy is designed as a living document that addresses multiple aspects of the interaction between city staff and citizens and customers. The following areas are addressed in the Customer Service Policy:

1. We understand that the city must work together with the citizens in cooperation if we are to successfully address the challenges faced today.
2. City employees and staff must provide quality service.
3. The city must meet the community values that residents demand.
4. Citizen's needs must be met in a timely manner.
5. Everyone must be treated with courtesy.
6. Information given must be accurate and timely.
7. All parties must be open to constructive feedback to improve the process.
8. City employees and staff will be accessible.
9. Finally, city employees must be accountable for their actions at all times.

**STAFF RECOMMENDATION:**

Authorize the mayor to sign resolution No. 13-01 adopting a Customer Service Policy for the City of Sultan.

The purpose of Resolution 13-01 is to provide clearly written rights that customers can expect when dealing with the City of Sultan.

**BACKGROUND:**

The city has operated with a set of unwritten guidelines to this date. Customer service has been a focus of city employees, but nothing has been written down and codified up to this point.

Employees and staff have been instructed on how to treat the public, and close attention has been given to treating the public properly. The public's expectations may not have been understood at times, leading to possible miscommunication. The best way to alleviate potential problems is to establish clear objectives.

**ALTERNATIVES:**

1. Authorize the mayor to sign Resolution No. 13-01 adopting a customer Service Policy for the City of Sultan.
2. Make changes to the proposed Customer Service Policy at the council meeting prior to authorizing the mayor to sign Resolution No. 13-01. This alternative implies the city council would like to make minor amendments prior to adoption.
3. Do not authorize the mayor to sign Resolution No. 13-01 and direct staff to areas of concern. This action indicates the city council has questions or concerns that need to be addressed prior to adopting a set of cemetery rules and regulations.

**FISCAL IMPACT:**

There is no fiscal impact associated with the adoption of Resolution No. 13-01. The purpose of the resolution is to provide clear policy direction to city staff regarding the interaction with citizens and customers.

**RECOMMENDED ACTION:**

Authorize the mayor to sign resolution No. 13-01 adopting a Customer Service Policy. This alternative implies that the city council supports implementation of written guidelines.

**CITY OF SULTAN  
WASHINGTON  
RESOLUTION 13-01**

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**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON  
ESTABLISHING A CUSTOMER SERVICE POLICY**

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WHEREAS, citizens and customers of the City of Sultan clearly possess certain rights and expectations; and

WHEREAS, these rights and expectations are unwritten; and

WHEREAS, it is in the best interest of the citizens and customers of the City of Sultan to have these rights and expectations clearly defined and in writing; and

WHEREAS, it is incumbent upon the City of Sultan to proclaim and publish these rights that it recognizes as belonging to its citizens and customers,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS: To adopt the following Customer Service Policy and direct Staff to post and display the Customer Service Policy conspicuously and to provide a copy to the residents of the City of Sultan.

**CUSTOMER SERVICE POLICY**

**THE CITY PLEDGES TO:**

**TO A PARTNERSHIP:** We will support a philosophy of building a partnership with citizens and customers. We will develop solutions focused on the overall benefits to the community, not just individuals. Although we may not always agree on a particular solution or issue, we will always listen to you. Customers recognize the need to communicate in a non abusive manner.

**TO QUALITY SERVICE:** We will provide quality service. You will receive service from trained and cooperative staff. Employees will be empowered to address your City issues and requests, or refer you to a staff member who can assist you.

**TO A CITY ORGANIZATION DEDICATED TO COMMUNITY VALUES:** You can expect employees dedicated to the ideals and values of Sultan.

**TO PROMPT ATTENTION:** We will provide prompt and reliable attention. If immediate attention is not quite possible your need will be acknowledged within 24 business hours and you will be told if the City can address your need, when your need will be met, and by whom.

TO COURTESY: You will always be treated with courtesy, respect and in a professional manner. Likewise, we will also expect to be treated with respect.

TO ACCURATE INFORMATION: We will provide complete and accurate information in a timely manner.

TO PROVIDE AND RECEIVE FEEDBACK: You have a right to provide us with your feedback and to receive the results of such feedback. We respect you and appreciate your thoughts, concerns, suggestions and opinions.

TO ACCESSIBILITY: Any City employee can assist you, but we will find who is most knowledgeable. Information and resources will be easily accessible.

TO ACCOUNTABILITY: We will take responsibility for our actions. If we can not completely fulfill your request we will explain why and provide any alternatives. If a mistake was made, we will acknowledge the error and take steps to correct it.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2013.

CITY OF SULTAN

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Laura Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Ann Marie Soto, City Attorney

Passed by the City Council:  
Resolution No.:  
Date Posted: