

**CITY OF SULTAN COUNCIL MEETING – September 2, 2021**

Mayor Wiita called the workshop to order at approximately 7:02 p.m. The meeting was a hybrid with attendees both in person at City Hall Council Chambers and via Zoom Internet Conference Service. Mayor called roll and the following were in attendance:

Councilmembers in attendance: In person: Aldrich, Vaughn, Beeler; Via Zoom: Walker, Neigel; Absent: McCarty, Sivewright

Staff in attendance: In person: City Administrator Ibershof, Interim Finance Director Erdman, and City Clerk Pevey.

**CHANGES/ADDITIONS TO THE AGENDA**

None noted

**DISCUSSION****Key Priorities and Projects for the draft 2022 Budget**

Administrator Ibershof gave a brief introduction before discussion held on investments as follows:

- Major Infrastructure Projects
  - Traffic and US-2: estimated \$2,900,000 budget from the impact fee fund
    - Ibershof confirmed TSI is working on a traffic model however results may occur after budget discussions. Staff suggests council set aside the funds. Ibershof then confirmed with council that they deemed this is a priority; Councilmembers expressed their sentiment that this is a main priority for the city, with a focus on WSDOT and State assistance and support.
  - Water Plant design upgrades estimated \$1,200,000 budget from that capital fund with design expected in early 2022 and construction estimated at \$7 million.
  - WWTP Plant design upgrades estimated \$4,000,000 budget from the capital fund with design expected in early 2022 and construction estimated at \$17 million.
    - Ibershof confirmed Water Plant change orders are being discussed and are anticipated to be brought to September 9<sup>th</sup> council meeting for consideration. The discussion on the construction components will be held in 2022. Discussion on whether ARPA funds could be considered as eligible funding for this type of work. Discussion on the upcoming rate study that will assist in the decision-making process on when to move forward on the Water and WWTP Plant projects. Council determined that the Wastewater Plant was the priority if a decision needed to be made to cut one of the projects; Council in agreement with the budget plans as presented.
  - Main Street Improvements
    - Administrator Ibershof explained any improvement decisions hinged on the final report coming from the Downtown Visioning Project committee before the budget can be determined. He explained the funding sources available and staff recommendation to set aside resources as follows: Traffic Impact fees \$2,900,000; REET \$1,360,000; and General Fund of \$1,600,000. Discussion amongst council on various aspects of the project. Staff understood in prior discussions that this project was a critical project for the council and community. This process was seeking confirmation that staff was on the right track; council expressed their desire to move forward on this project.

Discussion on staffing changes in finance, public works, and community development departments to bring some of the contracted work back in house, which would free up money to focus on larger projects.

Projects presented in Community Development and Public Works that staff feels confident can be accomplished and completed within the same year.

- Community Development Department

- Housing action plan - \$50,000 (reimbursable by the State Department of Commerce); This would help figure out how to create a housing stock for citizens in all aspects of life.
- Storefront Studio Project - \$4,000; helping businesses update buildings and store fronts to make them more enticing to visit.
- Developing Commercial Design Guidelines - \$45,000; guide to what the downtown looks like and new buildings would meet the current look and feel of the area.
- Modernization of permit processing - \$30,000; providing online materials and make processing easier and smoother for both citizens and staff.
- Development Code Updates - \$30,000; enticing development downtown and how can the city work to assist that.
- Day-to-Day Consultant Work - \$25,000; City needs assistance with complex projects that need experience and expertise as well as bringing new staff up to speed with that learning curve.
- SB 5235/HB 1220 Updates - \$15,000; staff focusing on code updates to make corrections to the code that help citizens understand and interpret the code easier.

Discussion amongst council questioning what has been done wrong that hasn't fixed the problem in the municipal code since it has been worked on over the past 12 years and the continuing issues with the municipal code. Council expressed interest in a dedicated person focused solely on code updates as a need. Discussion on the newly hired lobbyist helping focus on constant changes coming down from the state. Discussion also recognized the growth and changes the city is experiencing recently has highlighted the issues that need to be addressed.

- Finance: no additional money requested and will continue focus on current projects; discussion on 191 new utility accounts as of this morning and a prediction of 300 before the end of the year.
- Clerk; no additional money requested and will continue to focus on the cemetery and records cleanup projects.
- Public Works; Resources Available: \$560,000 (REET 1), \$800,000 (REET 2), \$1,100,000 (Parks Capital) as of 8/25/2021
  - Traveler's Park Parking Lot - \$125,000; Tesla has agreed to install charging stations if the city paves the parking lot; in addition, the city will expand trails around Travelers Park to assist visitors safely gain access to downtown businesses; council inquired on revenues from the charging stations and Ibershof explained it would go to Tesla; the benefit to the city would be drawing more visitors into town. The mayor explained paving and trails have been in the long-term plan for the park identified when the park was created. Council expressed interest in obtaining some of the revenues generated from the stations; as well as safety concerns for potential visitors being near the railroad tracks as well as crossing US 2.
  - City Hall Parking Lot Expansion – \$76,000; area already obtained behind city hall to install parking and city now wishing to move forward on that project.
  - Sultan Basin Park Design – \$75,000; conceptual concepts were brought forth and continuing the effort in 2022. Additional equipment also suggested to be added to Osprey Park for sporting groups; council in agreement of additional funding to Osprey, but still split on the potential new park on the Basin Road. The mayor stated including it in the budget does not give approval, it would still need council authorization before major decisions to move forward to be completed. Council in agreement to add it to the budget for consideration.
  - Purchasing Property – Investments to be determined following the appraisals of potential property.
- Administration; resources available - \$1,600,000 (General fund balance: this number represents the fund balance above and beyond the City's operating reserves of 90-days).
  - Management Analyst Intern - \$6,000; the city had success with student intern assistance in projects and desires to continue this work opportunity which requires a management analyst intern to oversee.

Next steps: Staff will incorporate the council recommendations and have an additional review at the October 2<sup>nd</sup> workshop to introduce the complete budget for review and discussion.

Discussion on staffing as there were no staffing increases proposed for 2022 because of the personnel changes and a focus on streamlining operations before confirming the additional staffing needs moving forward.

**Council packet prep/motion discussion**

City Clerk Pevey gave a brief overview to council of the changes that have occurred to the council packet preparation over the last months in an effort to assist council and citizens reviewing the packet to include bookmarks and hyperlinks. Requested clarification on motions and how they are presented. Suggested adding the requested action phrase to the agenda cover in an effort to make it clear to council and the public the suggested action to be made for each item be presented. Council appreciated the updated information and confirmed the change as presented.

**PUBLIC COMMENT**

Colleen Rupke, Bryant Road: agreement with US 2 funding and lobbyist; design standards and code revision brush up good, but the council must listen to the community and incorporate the community vision; against eight charging stations at Travelers Park; in favor of Main Street Vision but encouraged council to consider commercial interest in other areas of town to include the four lanes area at the east end of town.

**ADJOURNMENT**

On a motion by Councilmember Walker, seconded by Councilmember Aldrich, the council meeting was adjourned at approximately 8:33 p.m. The Zoom meeting connection was disconnected shortly thereafter.

76270E4B08464E6...  
Russell Wiita, Mayor

DocuSigned by:

05FC24C464FC42E...  
Tami J. Pevey, City Clerk