

CITY OF SULTAN COUNCIL MEETING – January 13, 2022

Mayor Wiita called the regular meeting to order at approximately 7:00 p.m. The meeting was a hybrid with attendees both in person at City Hall Council Chambers and via Zoom Internet Conference Service. Mayor Wiita called roll and the following were in attendance:

Councilmembers: Morgan, Aldrich, Dearborn, Hund, Niegel, Sivewright, and Beeler.

Staff: City Administrator Ibershof, Public Works Director Morgan, Community Development Director Galuska, Finance Director Erdman, and City Clerk Pevey.

CHANGES/ADDITIONS TO THE AGENDA

On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, the minutes of the December 2, 2021, Council meeting were pulled from the consent agenda for corrections; Motion passed 7-0.

PRESENTATIONS

2020 Audit Entrance Conference

Angelique Thompson & Kristina Baylor from the State Auditor's Office presented the City of Sultan 2020 Audit Entrance Conference. During the presentation both provided information about the auditor's office, types of audits they perform, and various information of note including additional resources. They confirmed the audit being conducted for Sultan is an accountability and financial audit for the year 2020. Angelique Thompson explained the areas selected in the accountability audit included accounts payable, payroll, IT security policies and user access, compliance with procurement policy and procedures, financial condition and sustainability, and open public meetings documentation of minutes, executive sessions, and special meetings. In addition, the financial audit will review internal controls and compliance over financial reporting.

COMMENTS FROM THE PUBLIC

Whitney, Dyer Road: Asked questions and stated concerns regarding Dyer Property acquisition.

COUNCILMEMBER COMMENTS

Morgan: Expressed thankfulness for opportunity to serve and expressed his gratitude to council, staff, police, and citizens in more detail.

Dearborn: Thanked public for opportunity to serve; acknowledged citizen concerns regarding Dyer property acquisition.

Hund: Thanked audit team for presentation and city staff for their efforts in the audit process.

Niegel: Welcomed the new councilmembers.

Sivewright: Thanked auditors for their work to ensure the city is doing a good job; acknowledged citizen comments; and welcomed new councilmembers.

Beeler: Expressed excitement for the new year, new opportunities, and new leadership as well as acknowledging the hard work done by councilmembers to this point; also welcomed new Councilmembers Morgan, Dearborn, and Hund and thanked them for stepping up to the task.

MAYOR COMMENTS

Mayor Wiita shared expressed excitement and sentiment for the past work by council and council work moving forward. Stated a future meeting presentation will share upcoming projects planned and discussed at the recent management retreat. Complimented staff on how they handled recent snow and ice event. Legislative session underway starting this week; Senator Hawkins introduced a bill in the legislature that would direct WSDOT to work with communities along

US2 and ensure they are on the list of WSDOT projects. He will testify in support of the bill on January 17th and encouraged other council members to participate.

CITY ADMINISTRATOR COMMENTS

Administrator Ibershof stated staff is looking forward to working with the council in the new year. Acknowledged Republic Service employees are currently on strike and hopeful it will end by Saturday, but if it does not staff will be implementing terms in the agreement to handle garbage service during this timeframe. Thanked council for recent vehicle lease agreements that allowed two more vehicles out plowing during snow and ice events to clear roadways. Advised that Public Works Director Morgan will be interviewing on Friday January 14th at 8:30 a.m. for a Rural Town Centers \$800,000 grant for a roundabout on US 2 and Main Street. Rate study coming up this year and will bring forward a scope and agreement with FCS at a future meeting. PSRC recognized Sultan as one of the ten fastest growing cities on US 2. Goldbar Geek, the city's current IT provider is retiring in 2022, so city staff has been working diligently to interview potential firms and is finalizing the details to bring forward a new agreement with FusionTek at a future meeting.

STAFF REPORTS

Written reports on file for Public Works, Community Development, and Police Department.

CONSENT AGENDA

MORGAN/ALDRICH; all ayes

On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, the consent agenda was approved as amended: 1) Vouchers Approval 12/16/2021, accounts payable vouchers in the amount of \$145,288.11, payroll #24, payroll benefits and payroll taxes in the amount of \$95,072.53, bond payments in the amount of \$3,589.53, excise taxes in the amount of \$14,715.78 and bank fees in the amount of \$9,829.15 all to be drawn and paid on the proper accounts; 2) Vouchers Approval 12/30/2021, accounts payable vouchers in the amount of \$294,219.54, payroll 25, payroll benefits and payroll taxes in the amount of \$93,600.82 all to be drawn and paid on the proper accounts; 3) Voucher Approval 1/13/2022, accounts payable vouchers in the amount of \$113,691.71, payroll #26, #27 and December Council payroll, payroll benefits and payroll taxes in the amount of \$200,924.71 all to be drawn and paid on the proper accounts; 4) Minutes of Public Hearing re: AB21-94_Ordinance 1352-21_Draft 2022 Budget; and 5) Minutes of Public Hearing re: AB21-67_Ordinance 1362-21_2021 Budget Amendments. Motion passed 7-0.

ACTION ITEMS

AB22-03_Ordinance 1363-22_Alliance Board Code Update

Community Development Director Galuska explained the updates to the code regarding the Alliance Board including lower terms to 3 years and changing the term to run January thru December. On a motion by Council member Beeler, seconded by Council member Morgan adopted *Ordinance 1363-22 amending SMC 2.29.020 regarding the Sultan Community Alliance Board clarifying* all positions were 3year terms with two positions staggering the first round. Motion and amendment passed 7-0.

AB22-04_Alliance Board Appointments

On a motion by Council member Beeler, seconded by Council member Morgan, council confirmed Mayor Wiita's appointment of Katie Koenig and reappointment of Jennifer Porter, Brandi Hackman, and Kylie Kypreos to the Sultan Community Alliance Board of Directors and amending the appointments to 3-year terms with Position 1 & 4 servicing terms expiring 12/31/2024 and positions 2, 3, & 5 expiring 12/31/2023; Motion passed 7-0.

AB21-94_Ordinance 1364-22_2022 Budget Amendment #1

On a motion by Council member Sivewright, seconded by Council member Aldrich, council adopted Ordinance 1364-22 approving the 2022 Budget Amendments #1; Motion passed 7-0.

AB22-05_Property Acquisition_802 Dyer Road, Sultan

Public Works Director Morgan explained the city was approached by the property owner interested in donating property to the city as they cannot build on it due to the property not being large enough to accommodate sewer setbacks. Morgan explained the city has no current plans for the property but acknowledged it is next to a current city park property acquired by a FEMA grant years ago and the addition of this property would make a larger park area with waterfront access. Wiita also encouraged the earlier citizen commenter to reach out to city staff to discuss issues occurring on the property and also acknowledge the city has no current plans at this point for either property. On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, council approved the Mayor to execute a purchase and sale agreement on the property at 802 Dyer Road; Motion passed 7-0.

AB22-06_Property Acquisition_500 Alder Street, Sultan

City Administrator Ibershof described this is a commercial property that was discussed in executive session late 2021 and staff was approved to proceed. An appraisal was completed shortly thereafter and brought to council for review. Council then approved staff to move forward with the negotiation and purchase. Ibershof acknowledged a Scribner error correction in the contract regarding Section 1.2 (c) Leases and that it should read as follows, "*Any and all leases of the Real Property, in any...*". Brief discussion on the property amenities and steps moving forward. On a motion by Councilmember Sivewright, seconded by Councilmember Morgan, council approved the Mayor to execute a purchase and sale agreement on the property at 500 Alder Street; Motion passed 7-0.

AB21-93_Department of Commerce Housing Action Plan Grant Acceptance

Community Development Director Galuska explained this grant looks beyond whether this city has enough housing units to accommodate citizen needs, but also the quality of those units, varied pricing, and addresses needs of all citizens. He explained this would be a joint venture with the City of Goldbar to provide additional research time and share information collaboratively through the process. On a motion by Councilmember Sivewright, seconded by Councilmember Morgan, council authorized the Mayor to sign a contract with the Department of Commerce to accept grant funding; Motion passed 7-0.

AB22-07_Resolution22-01_Social Media Policy Update

On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, council adopted Resolution 22-01 updating the Social Media Policy; Motion passed 7-0.

AB22-08_Snohomish County Board of Health Appointment

Mayor Wiita explained that current board representative Linda Redmond has stepped down and the cities must select a representative. Councilmember Neigel has stepped up expressing his interest in the position. Wiita confirmed that the City of Snohomish has nominated one of their council members and verified the candidate that receives a majority vote of the five cities involved will win the vote. Neigel expressed his appreciation for nomination to the position and shared the details of his working career focusing in and around public health. On a motion by Councilmember Sivewright, seconded by Councilmember Morgan, council confirmed the city's selection of Councilmember Neigel for the District 5 Board Representative to the Snohomish Health District; Motion passed 6-0 with Councilmember Neigel abstaining from the vote.

AB22-09_Community Transit Board Selection

Mayor Wiita explained there is a small city representative up for appointment and council is selecting who will represent the city at the small cities caucus to elect a new representative. On a motion by Councilmember Neigel, seconded by Councilmember Aldrich, council *appointed Mayor Wiita to represent Sultan at the Community Transit Board Meeting selection; Motion passed 7-0.*

AB22-01_Parametrix Task Order (Water/Sewer Modeling)

Public Works Director Morgan explained Parametrix is one of three current on call engineering consultants. He provided further clarification of what water/sewer modeling does and why it is important, specifically pointing out it includes

testing the current water/sewer models to see if they are accurate to real time implementation. It is estimated that the testing calibration process will take approximately three months for water and six to nine months for sewer. On a motion by Council member Beeler, seconded by Council member Hund, council authorized the Mayor to sign Task order #1 with Parametrix for an amount not to exceed \$199,173.00; Motion passed 7-0.

AB22-10_Council Sub Committee Appointments

City Administrator Ibershof confirmed with council if they wished to continue the subcommittee format for discussion and council confirmed they were interested in still having them meet as needed moving forward. Open discussion confirmed the subcommittees and council members as follows:

Government Services, Finances and Public Safety Subcommittee

Focus on Utility, Policy, personnel, budget, and public safety

Council members: Neigel, Sivewright, and Dearborn; alternate Morgan.

Community Development and Public Works Subcommittee

Focus on planning and development regulations, public works capital projects and equipment

Council members: Beeler, Aldrich, and Hund; alternate Sivewright.

On a motion by Council member Beeler, seconded by Council member Morgan, council appointed council members to the two sub-committees; Motion passed 7-0.

AB22-11_Mayor Pro Tem Appointment

On a motion by Council member Morgan, seconded by Council member Aldrich, council nominated and confirmed the appointment of Council member Beeler as Mayor protem for 2022; Motion passed 6-0 with Council member Beeler abstaining from the vote.

DISCUSSION ITEMS

Council Workshops & Meetings for 2022

Administrator Ibershof and City Clerk Pevey presented a timeline of anticipated council meetings and workshops for 2022. Ibershof explained council workshops were implemented in 2020 as a way to provide council discussion of topics requiring more in-depth discussion before a decision could be made. Council members confirmed they liked the current format of workshops and meetings but acknowledged that there is also a time and place for subcommittee work prior to the workshop meetings of the whole. Also advised staff that it was okay to cancel the workshop meeting as needed. Mayor confirmed council will continue with the workshops and meetings schedule as presented and encouraged council to reach out to staff if they have topic suggestions. One topic council expressed interest in was policing in a growing city.

Council Retreat Date to be determined

Administrator Ibershof recommended council hold a retreat in the first quarter of 2022 to discuss projects, future council topics, and take a tour of city facilities. He anticipated this retreat to last approximately four to six hours. Potential dates were presented and discussed with a preference being Saturday, February 12, 2022.

Council Discussion timecards/pay dates

City Clerk Pevey advised council that staff had been moved to a twice a month pay cycle and sought input from council to align their pay cycle with this change. They were presented a timeline of suggested pay dates and timecard due dates for the year. In addition, Pevey advised council that it was planned to train council on the new electronic timecard entry system at their upcoming council retreat. Council agreed with the changes as presented.

ADJOURNMENT

Before adjournment, Council member Beeler advised he would not be present at the next meeting.

On a motion by Council member Beeler, seconded by Council member Morgan, the council meeting was adjourned at approximately 8:55 p.m. The Zoom meeting connection was disconnected shortly thereafter.

DocuSigned by:



78379EAD00464E6...

Russell Wiita, Mayor

DocuSigned by:



93FC32C461FC42E...

Tami J. Pevey, City Clerk