

## **CITY OF SULTAN COUNCIL MEETING – January 27, 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, City Attorney Graber, Assistant Planner Bond, and City Clerk Pevey.

### **CHANGES/ADDITIONS TO THE AGENDA**

None noted.

### **PRESENTATIONS**

#### **AB22-15\_Mayor's State of the City Address**

Mayor presented the state of the city including accomplishments in 2021 as well as priorities and goals for 2022. The following were highlighted:

- Public Works Department:
  - 2021 Projects Completed: WWTP Design, Main Street Sewer Upgrade, ongoing sewer and water maintenance, new construction specialist position, new park entrance signs, new location for Chief Sultan statue, post office painting, Osprey Park well house and seal coating City Hall, new equipment including a bobcat and dump truck.
  - 2022 Planned Projects: WWTP Construction, City Hall parking lot expansion, covered parking at Public Works Yard, evacuation trail lighting, and WTP Design completion.
- Park Projects:
  - 2022 Planned Projects: New Roof and ADA Ramp at River Park Gazebo, Wayfinding Signs and Dog Park at Traveler's Park, replacing irrigation and new gutters at Osprey Park basketball court, and design of park on Sultan Basin Road.
- Community Development Department:
  - 2021 Completed Projects: Visioning Project and creation of Strategic Plan for Downtown, launched online Permit Portal, new Assistant Planner, and continued residential development.
    - 2021 building stats provided of 202 new single-family homes permitted with 101 other permits. (are 101 other permits pending? Or are they re-roofing, fences, etc.?)
  - 2022 Planned Projects: Housing Action Plan, Storefront Studio, Downtown Design guidelines, Sign Regulation Code Amendments, hiring Building Inspector.
- City Clerk's Office:
  - 2021 Completed Projects: new records archive room, 135 public records requests processed.
  - 2022 Planned Projects: updated cemetery mapping, online cemetery portal, and working with new IT firm to assess digital records organization and cleanup.
- Traffic and Transportation Improvement:
  - Planned Projects: US2/Main St. Roundabout, analysis of US2 capacity alternatives, public Outreach Campaign on US2 Alternatives, coordination with WSDOT, advocacy in Olympia for funding, and East-West Connector
- Economic Development review of new and anticipated businesses.
- Community Alliance, Chamber and City events: planned for 2022 include the return of the Sultan Shindig.

The Mayor concluded the presentation by introducing the new city staff and city council members.

#### **AB22-10\_2020 Audit Exit Conference**

Kirk Gadbois and Angelique Thompson of the State Auditor's Office presented the 2020 Audit Exit Conference. Accountability Audit Results in the selected areas, city operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Areas examined during the audit included accounts payable, payroll, IT security and access, procurement, financial condition, as well as open public meeting documentation. The city was provided exit recommendations that were noted and promptly resolved prior to today's conference. A management letter was issued advising updates needed to the procurement policy to include federal procurement guideline language the policy was lacking; no deficiencies in internal controls were noted. No uncorrected or material misstatements noted or identified. Council was provided the cost for the audit. Auditor's Office acknowledged the hard work and diligence of staff which allowed for the prompt work of the auditors to keep the audit costs down.

#### **AB22-14\_Code Project: Appeals and Hearing Examiner**

Assistant Planner Bond explained in 2016 council passed an ordinance creating a Board of Adjustments (BOA) that granted the board authority to hear and decide on appeals of administrative decisions. In review staff stated it appeared the intent was to reduce cost and time for a citizen to appeal a minor code violation or administrative action. In 2021 a land use appeal was forwarded to the Hearing Examiner who located the city code regarding the BOA. There is no active board of adjustments and staff seeking council input on next steps. After some discussion, council directed staff to proceed with the steps to eliminate the Board of Adjustments and grant authority back to the Hearing Examiner.

#### **AB21-101\_US2 Corridor Study Findings**

Victor Saleman and Andrew Railman with Transportation Solutions Inc (TSI) presented the US2 Corridor feasibility study results. The study was completed to identify reasonable US2 corridor alternatives that support local and regional travel for all modes of transportation. The city is approaching the 2035 growth forecasts much sooner causing the city to experience a combination of regional traffic competing with local traffic use. It was determined in review of an East-West connector that improvements were necessary on US2 to properly address the traffic issues. City planning shifted to US2 as the planning process will take longer than the planning process for an East-West Connector as it involves multiple agencies. 2021 conditions were presented to include an average of 24,300 vehicles per day with the high peak periods noted as Fridays 3--6p.m. and Sundays 1-4p.m. with capacity constrained by intersections and two current bridges. On Sundays between 1-4p.m. it can take up to 87 minutes to travel between Proctor Creek and west of the city limits compared to 15 minutes during off peak times. The vehicle crash rate is 7% higher than the Washington state average with 33% of crashes including at least one injury.

Four alternatives presented as follows:

- Alternative 1: Five lanes with signal control.
  - Provides adequate capacity but increases crash frequency.
- Alternative 2: Three lanes with single-lane roundabouts.
  - Does not provide adequate capacity.
- Alternative 3: Hybrid US2 with multi-lane roundabouts (4 lanes except at two lane bridges).
  - Provides adequate capacity and reduces crash frequency.
  - Requires some out-of-direction travel with U-turns at roundabouts, only right-in/right-out on streets entering US2 between roundabouts.
- Alternative 4: Four lanes with couplet
  - Provides adequate capacity.
  - Requires a new Sultan River bridge.

TSI suggested that public outreach focus on three stakeholder work groups with meetings from January through October 2022 to include technical staff, and both local and regional community. A series of stakeholder meetings with the first three meeting topics suggested with council check ins provided following each meeting. Additional outreach would provide content for the city's website and online community surveys. A final report would document the process, summarize the stakeholder work group findings, and detail public survey findings to identify a recommended preferred alternative with a 2D and 3D visualization created of the preferred alternative. The various alternatives presented were discussed with TSI responding to council comments and questions. TSI confirmed the photos presented were at the airplane level view and no property assessments have yet been completed which is needed to determine actual alignment and location of the various alternatives presented.

## **PUBLIC HEARINGS**

### **AB22-02\_Wastewater Treatment Plant Upgrades**

*Presentation on file with the City Clerk's Office*

*Minutes of the public hearing under separate cover.*

On a motion by Councilmember Aldrich, seconded by Councilmember Beeler, the public hearing on the WWTP upgrades was closed; Motion passed 7-0.

## **COMMENTS FROM THE PUBLIC**

None noted.

## **COUNCILMEMBER COMMENTS**

Morgan: Reminder that upcoming election is on Tuesday February 8<sup>th</sup>. Sultan School District has two levy items up for vote: one for operations/maintenance and one for technology. He encouraged citizens to vote. In addition, SB5932 is being considered in senate legislature which would lower the state sales tax to 5.5%. Suggested a future council workshop topic regarding mitigation fees and developer fees in the area.

Hund: Seconded support for upcoming school levy voting.

Beeler: Suggested staff consider anti-theft measures when adding lighting to the evacuation trail. Also suggest identifying evacuation trail existence for neighborhood at the top on Loves Hill Drive and designate the area to keep it clear of cars and overflow parking.

## **MAYOR COMMENTS**

Next Tuesday at 6p.m. city staff and the Mayor will be holding a virtual community meeting with the neighbors of Dyer Road to address their concerns with the new city property acquisition on Dyer Road as well as addressing existing concerns Dyer residents have with on-going issues. Olympia lobbyists are working on city priorities and acknowledged a meeting with WSDOT next week to discuss US2 improvement timeline.

## **CITY ADMINISTRATOR COMMENTS**

Two properties the city is acquiring will close February 11<sup>th</sup>; currently working with DFWD to transfer ownership of Sportsman's Park to the city. Currently in discussion with City of Monroe staff and the local fire district to submit a grant for a mental health counselor. The Public Works grant application to Rural Town Center Corridor program is tied for first place. Council retreat is set for February 19<sup>th</sup>, 2022 and will include a tour of facilities followed by discussion about upcoming projects.

## **STAFF REPORTS**

Written reports on file for Public Works, and Police Department. Chief Martin provided a short presentation regarding the year end statistics for 2021. Data presented included top calls for services, property crimes, behavioral health/suicide/substance abuse calls, and call averages. These were compared over a three-year period. In addition, Chief Martin confirmed the 2022 goals for the department included community engagement and crime prevention, nuisance properties, and traffic safety. Interaction and discussion followed between council and Chief Martin regarding the various aspects and struggles with the Sheriff's Office.

The Mayor called for a five-minute recess at approximately 9:47 p.m. The council meeting reconvened at approximately 9:52 p.m.

## **CONSENT AGENDA**

On a motion by Councilmember Aldrich, seconded by Councilmember Morgan, the following consent agenda items were approved with motion passing 7-0.

- 1) Vouchers Approval for January 27, 2022, accounts payable vouchers in the amount of \$238,959.14, payroll #1, payroll benefits and payroll taxes in the amount of \$107,541.43, 4<sup>th</sup> quarter payroll taxes in the amount of \$9,721.97, Coastal Bank bond in the amount of \$3,589.53, and voids in the amount of -\$2,649.42 all to be drawn and paid on the proper accounts
- 2) Minutes of December 2, 2021, Council Meeting
- 3) Minutes of December 16, 2021, Council Meeting
- 4) Minutes of January 13, 2022, Council Meeting.

## **ACTION ITEMS**

### **AB21-71\_US2 Corridor Study with Transportation Solutions Inc (Task Order #4)**

On a motion by Councilmember Sivewright, seconded by Councilmember Aldrich, council authorized the Mayor to sign Task Order #4 with Transportation Solutions Inc. (TSI) for an amount not to exceed \$135,400.00. Motion passed 7-0.

### **AB22-13\_Water and Sewer Design Standard Update with Blueline Group (Task Order #3)**

On a motion by Councilmember Beeler, seconded by Councilmember Aldrich, council authorized the Mayor to sign Task Order #3 with Blueline for an amount not to exceed \$65,400.00 without prior council authorization. Motion passed 7-0.

### **AB22-16\_Ordinance 1365-22\_SMC 3.36 Update: Moving from Petty Cash Funds to Change Funds**

On a motion by Councilmember Beeler, seconded by Councilmember Aldrich, council adopted Ordinance 1365-22 approving amendments to SMC 3.36 authorizing the change from Petty Cash Funds to Change Funds. Motion passed 7-0.

On a motion by Councilmember Beeler, seconded by Councilmember Dearborn, council repealed Resolution 10-09, Petty Cash Policy. Motion passed 7-0.

### **AB22-17\_Utility Rate Study with FCS Group (Professional Service Agreement)**

On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, council authorized the Mayor to sign a contract with FCS Group to perform a rate study for an amount not to exceed \$98,070.00. Motion passed 7-0.

### **Continue meeting past 10:00 pm**

On a motion by Councilmember Morgan, seconded by Councilmember Aldrich, council approved to extend the meeting past 10:00 p.m. Motion passed 7-0.

### **AB21-56\_Resolution 22-02\_Purchase Policy Update**

Administrator Ibershof explained minor adjustments were needed to the final policy update after the packet was released as required by the auditor. Amended changes were provided to councilmembers prior to the meeting. On a motion by Councilmember Beeler, seconded by Councilmember Aldrich council adopted Resolution 22-02 updating the Purchase and Procurement Policy. On a motion by Councilmember Beeler, seconded by Councilmember Aldrich, council approved the update verbiage as noted in an email sent out to council on Thursday. Motion and amendment passed 7-0.


### **AB22-18\_IT Services with FusionTek (Professional Service Agreement)**


On a motion by Councilmember Sivewright, seconded by Councilmember Aldrich, authorized the Mayor to sign a five-year agreement with FusionTek for IT Services. Motion passed 7-0.

## **ADJOURNMENT**

On a motion by Councilmember Morgan, seconded by Councilmember Beeler, the council meeting was adjourned at

approximately 10:05 p.m. The Zoom meeting connection was disconnected shortly thereafter.

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Tami J. Pevey, City Clerk

  
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Russell Wiita, Mayor