
CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
March 28, 2018– 7:00 P.M. – Council Chambers

Call to Order

The meeting was called to order by Mayor Julia Johnson at 7:00 P.M.

Pledge of Allegiance

ROLL CALL: Present: Mayor Julia Johnson, Councilmembers: Judith Dunn Lee, Germaine Kornegay, Brenda Kinzer, Pola Kelley, Karl de Jong and Jared Couch. Staff: Recorder Brue, Finance Director Nelson, Public Works Director Freiburger, Fire Chief Klinger and Police Chief Tucker

Councilmember Dunn Lee moved to excuse Councilmember Owen’s absence and Councilmember Kornegay’s early departure. Seconded by Councilmember Couch. Motion carried (6-0).

Mayor Johnson requested New Business items be moved to the top of the agenda directly after the consent agenda as Councilmember Kornegay needs to leave the meeting early.

Approval of Agenda

Councilmember Dunn Lee moved to approve the agenda with new business moved forward. Seconded by Councilmember Kornegay. Motion carried (6-0).

Consent Calendar

- Minutes from Previous Meeting
- Finance
 - Claim Checks #188043 to #188125 plus EFT’s in the amount of \$218,742.97
 - Payroll Checks #59537 to #59546 plus EFT’s in the amount of \$238,535.03
- Possible Bid Award – Contract No. 2018-PW-01, Fruitdale Road Arterial Improvements Project – Trico Companies LLC (Resolution 986-18).
- West Nelson/Batey Road Sewer Extension Project
- Interlocal Agreement with Skagit County for Emergency Management (updated)
- New Library Project Management Support – Professional Services Agreement No. 2018-PS-19 with Howard Consulting, LLC.
- Planning Commissioner Appointment – Stacy Penno
- Professional Services Agreement No. 2018-PS-20 and Task Order 1 – 2018 Comprehensive Sewer System Plan Update – PACE Engineers, Inc.
- Final Acceptance – 2017 Sanitary Sewer CIPP Project – Insituform Technologies, Inc.

Councilmember de Jong requested to pull item 1 and 7 from the consent agenda for further discussion.

Councilmember de Jong requested a revision to minutes (Item 1) of the meeting of March 14, 2018 under Good of the Order. He requested the sentence “greenhouse gasset” be stricken from the minutes. Seconded by Councilmember Kelley.

Motion carried (6-0).

Councilmember de Jong moved to pull item 7 Planning Commission Appointment from the consent agenda. Seconded by Councilmember Couch. Motion tied 3-3(Councilmembers Kinzer, Kornegay and Dunn Lee opposed). Mayor Johnson cast the tie breaking vote in the negative.

Mayor Johnson requested to add to the consent agenda the memo from Chief Tucker regarding surplus seats. Councilmember Couch moved with Councilmember Kinzer seconding. Motion carried (6-0).

Councilmember de Jong moved to approve the consent agenda as amended. Seconded by Councilmember Kinzer. Motion carried (6-0).

New Business

Ordinance – Budget Amendment

Finance Director Nelson reviewed the proposed ordinance for budget amendment #2. She noted it was a housekeeping nature to adjust beginning cash and ending cash. She also noted some projects not finished in 2017 will be adjusted in 2018.

Councilmember Dunn Lee moved to approve Ordinance No. 1895-18, An ordinance amending Ordinance No. 1890-17 entitled “An Ordinance adopting the Annual Budget for the City of Sedro-Woolley, Washington, for the fiscal year ending December 31, 2018.” Seconded by Councilmember Kelley. Motion carried (6-0).

Late Materials – Temporary Construction Easements

Public Works Director Freiburger reviewed a late materials item regarding temporary construction easement requests by Puget Sound Energy for the PSE 4 Phase B project. Freiburger recommended approval.

Councilmember Kornegay moved to authorize Mayor Johnson to sign temporary construction easements for PSE for the PSE #4 Phase B project. Seconded by Councilmember Kinzer. Motion carried (6-0).

Late Materials – Engineering Department Staffing.

Public Works Director Freiburger addressed the workload of the Engineering Department with funded projects planned for design and construction in 2018. The current staffing will not allow for completion of the in-house designs in a timely manner and the bid process in time to be assured of decent bids. He presented three options as solutions. 1). Delay some of the work until 2019. This may have grant funding implications or interrupt other commitments. 2). Utilize consultants to complete a portion of the work, at an additional cost of approximately 10% per project. 3). Hire a temporary design engineer, if available, up to 8 months to supplement David Lee's limited time available for design and construction management. Freiburger noted option 3 to be the most cost effective solution. He entertained Council questions regarding clarification of projects and time sensitivity.

Councilmember Kelley moved to authorize the Public Works Department to hire a temporary civil engineer to support the 2018 capital projects program. Councilmember de Jong seconded. Motion carried (6-0).

Introduction of Special Guests and Presentations

SWIFT Update with Port of Skagit County

Patsy Martin – Executive Director of the Port of Skagit County thanked the Council for their partnership over last several years with the work on the SWIFT Center project. She announced the Port Commission has voted to seek transfer of the site as of July 1, 2018. She stated that Janicki Bio Energy is still engaged in the process and details are being worked out. She also addressed the Fruitdale Road project, clean up of environmental contamination and relocation of mental and behavioral health sites. Martin addressed the cemetery and the 12 acres that surrounds the pond they would like to give to the City when they take possession with details still being worked out. She then entertained questions from the Council and commended Eron Berg, Tim Holloran and the County Commissioners, Heather Rogerson, Ann Sweeney and Chris Liu for their roles in the process.

Councilmember Kornegay left the meeting at 7:28 P.M.

Staff Reports

Police Chief Tucker – reported on the visit of Secretary of the Interior Zinke last Friday along with an anticipated protest. He noted the department was very prepared and the protestors acted appropriately. He also reported that oral boards were held for hiring of new officers, with 10 candidates interviewed. Tucker spoke of ongoing talks with the School District and plans for a School Resource Officer. He also mentioned the tragic fire last night with a fatality. Officers continue to investigate and a debriefing is being held this evening. Chief Klinger is attending the debriefing but passed on that he attended a Department of Emergency Management meeting. Chief Tucker also announced the upcoming Welcome Home Veterans Parade and Cezar Chavez parade to be held on Saturday at 1:00 P.M. It will start at the high school and end at the American Legion.

Public Works Director Freiburger – addressed the transfer of property for a new park at the SWIFT Center. Freiburger noted that the new site is a good location for another caretaker residence and restroom facility. He spoke of trying to avoid having to cut into new pavement for additional work, noting that services will need to be extended for the park. He would like have it done at the same time as the Fruitdale Road project which was just awarded to Trico. He addressed having a preliminary site plan drawn up for the SWIFT Center so the utility lines can be extended in the correct place and requested Council approve a task order be added to The Philbin Group who is already under contract.

Councilmember Dunn Lee moved to authorize Public Works Director Freiburger to issue a task order to the Philbin Group to prepare a preliminary site plan for the proposed park at the SWIFT Center. Councilmember Kinzer seconded. Motion carried (5-0).

Finance Director Nelson – announced her upcoming retirement in June. She noted the 2018 Final Budget at each Council seat. She also stated the Finance Committee was sent a draft of the annual report for their review. The audit team will be arriving on Tuesday to perform the annual financial audit and the bi-annual compliance audit. The auditors will be in direct contact with the Councilmembers for notification of the entrance and exit interviews. Nelson reported on the recent USDA compliance audit for the City Hall building resulting in one recommendation regarding a disclosure statement on all documents. She also reported the Finance Department received an additional workstation.

Councilmember and Mayor's Reports

Councilmember Dunn Lee – commented on the article in the Skagit Valley Herald regarding Chief Tucker's wife.

Councilmember Kinzer – addressed traffic at the corner of Walley and State St. and suggested it be turned into a right turn only or a one way street.

Councilmember Kelley – announced the opening of Adaptive Law Firm, the upcoming Woodfest -- Timber to Tech and the Chamber luncheon will highlight the SWIFT Center as its program.

Councilmember de Jong – spoke of the tragic loss of a neighbor and thanked the Fire Department for their response. He also reminded everyone that free fire detectors are available through the Red Cross. He thanked public works and other departments for their involvement as well. He commented that a Utility Committee meeting was held and deferred comment to Councilmember Kelley.

Councilmember Kelley reported on the recent Utility Committee meeting regarding the upcoming changes in recycling tipping fees which may necessitate a rate increase. She stated it was very informative and we will all need to pay more attention to the plastics we recycle.

Councilmember de Jong – noted there has not been a Planning Committee meeting yet of which he is chair and has spoken to neighbors on how the city is doing. He also spoke of advisory

committees and if anyone is interested please let the Mayor know, as a diverse group is necessary to serve the city. de Jong also acknowledge the work of Stephanie Lokkobo on the Planning Commission and reminded people of the Easter Egg Hunt at Riverfront Park, Saturday at 1:00 P.M.

Councilmember Couch – announced that he has stepped down from the board of the Sedro Woolley Downtown Association due to the fact that both he and Councilmember Kelley were on the board and he believed her to be a better fit. He stated he will still be involved in whatever he can do to help. He thanked the Fire Department for their efforts on the fire.

Public Comment

Mayor Johnson opened the public comment period at 8:04 P.M. No comments were received and the public comment period was closed at 8:04 P.M.

Unfinished Business

New Business

Ordinance – 2018 Budget Amendment #2 *(Moved ahead in the agenda per request of Mayor Johnson)*

Information Only Items

Building Permit and Planning Permit Review Status

SWPD Code Enforcement – 2017 Summary

2017 Commercial Motor Vehicle Summary of Inspections and Enforcement Actions

Report of Contracts approved under SWMC 2.104.060

Miscellaneous Information

Good of the Order

Executive Session

The meeting adjourned to executive session for the purpose of RCW 42.30.110(1)(g) at 8:05 P.M. for approximately 10 minutes with no decision anticipated.

Adjournment

The meeting reconvened at 8:13 P.M. Councilmember Dunn Lee moved to adjourn. Seconded by Councilmember Kinzer. Motion carried (6-0).

The meeting adjourned at 8:13 P.M.