

**CITY OF LAKE FOREST PARK
City Council Meeting Minutes
September 12, 2002**

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Councilmembers present: Alan Kiest; Carolyn Armanini; Dwight Thompson, Mayor *pro tempore*; Nate Herzog; Roger Olstad; Ed Sterner

Councilmember excused: Mary Jane Goss

Staff Present: Douglas Jacobson, City Administrator; Michael Ruark, City Attorney; Dennis Peterson, Police Chief; John Hawley, Finance Director; Frank Zenk, Director of Public Services; Sarah Phillips, Government & Community Relations Manager; Ty Peterson; City Planner; Susan Stine, City Clerk

Others present: Five visitors

CALL TO ORDER

Mayor *pro tempore* Dwight Thompson called the regular meeting to order at 7:34 p.m.

PUBLIC HEARING

Resolution 730/Approve 2003 Community Development Block Grant (CDBG) Projects

At 7:35 p.m., Thompson opened the public hearing on Resolution 730/Approve 2003 Community Development Block Grant (CDBG) Projects.

There being no comments on Resolution 730, Thompson closed the public hearing at 7:36 p.m.

FLAG SALUTE

Cmbr. Kiest led the council in the pledge of allegiance.

ADOPTION OF AGENDA

Cmbr. Kiest noted that he must leave tonight's meeting early and requested that council spend the first 45 minutes of the meeting discussing items listed under new business, i.e., Forest Park Drive Repair Options/Questions and Answers.

Thompson also noted that there are people in the audience wanting to comment on their letter regarding providing sewer to an unsewered area.

Cmbr. Armanini noted the email message provided to council regarding the entrance to I-5 northbound onramp from Ballinger Way (SR-104) and asked that this item be added to new topics for discussion as item e).

1 Thompson also requested that item f) Interim city administrator be added under new topics for
2 discussion.

3
4 With the consent of the council, the agenda was adopted as amended.
5

6 7 **CITIZEN COMMENTS**

8
9 Mike Lantz, 18225 47th Place NE, spoke to the council on several items related to scouting and
10 suggested that an Explorer group could be developed with the city of Shoreline. He thanked the
11 city for inviting Troop 348 to participate in civic events.
12

13
14 Dana Papasadero, 3631 NE 169th Street, said that he and his neighbors are interested in
15 sewers for their neighborhood, and a letter was presented to council regarding their interest. In
16 response to a question from Cmbr. Armanini, Papasadero noted that out of the nine residents
17 living on the street, only one was not interested.
18

19 City Administrator Jacobson noted that a discussion on sewerage unsewered areas and financial
20 information is scheduled for the September 19, 2002 council study session.
21

22 Cmbr. Armanini requested that as a courtesy to those who will be present at that study session,
23 this item should be placed first on the agenda.
24

25 26 **CONSENT CALENDAR**

27
28 Armanini asked to pull the finance committee report. She expressed concern on warrant 42067,
29 Bailey Berg, and the revised contract amount attached to this warrant. Jacobson noted he
30 would provide information on the contract, revisions and change orders.
31

32 After further discussion by council, **Cmbr. Herzog moved** to adopt the consent calendar as
33 amended as follows (less warrant no. 42067):
34

- 35 1. August 15, 2002 Council Study Session Meeting Minutes
- 36 2. August 22, 2002 Council Regular Meeting Minutes
- 37 3. September 12, 2002 Finance Committee Report covering warrant nos. 41063 through
38 42153 (less warrant no. 42067) in the amount of \$248,381.53 drawn from the claims
39 clearing fund and warrant nos. 23181 through 23277 in the amount of \$179,298.35 drawn
40 from the payroll clearing fund.
41

42 **Cmbr. Olstad seconded. The motion carried unanimously.**
43
44

45 **Olstad moved** that the City Administrator provide documentation for payment of warrant no.
46 42067. **Thompson seconded. The motion carried unanimously.**
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50

1 **New Topics for Discussion**

2 **c) Forest Park Drive Repair Options/Questions and Answers**

3
4 Jacobson noted that the questions and answers document regarding Forest Park Drive was
5 completed and distributed to council tonight. He recommended that the discussion of the
6 proposed interim solution for Forest Park Drive be scheduled at the September 19 meeting.

7
8
9 Chris Ivens, 19242 25th Avenue NE, said the closure of Forest Park Drive has been an
10 inconvenience for him. He requested that notification be given to the public when a decision will
11 be made so the public can be present to comment on this issue.

12
13 Thompson noted that there may be discussion at next week's council study session but action
14 would not be taken until September 26, 2002 regular council meeting.

15
16 Jacobson stated that he would like comments from the council on the questions and answers
17 document by next Tuesday, September 17, so that a mailing to residents can be done.

18
19 Regarding the question about pedestrian improvements on Forest Park Drive, council members
20 discussed the wording of the response.

21
22
23 **FIRST READING CALENDAR**

24 **Resolution 730/Approve 2003 Community Development Block Grant (CDBG) Projects**

25 **Resolution 731/Authorizing Mayor to Sign Professional Services Agreement with**
26 **EarthTech for Inflow and Infiltration Studies**

27 **Resolution 732/Authorizing Mayor to Sign Professional Services Agreement with**
28 **Shannon & Wilson for Perkins Way Geotechnical Studies**

29 **Resolution 733/Authorizing Mayor to Sign Contract with King County for Jail Services**

30
31 With the consent of the council, the following agenda items were advanced to second reading
32 calendar:

- 33 1) Resolution 730/Approve 2003 Community Development Block Grant (CDBG) Projects,
34 2) Resolution 731/Authorizing Mayor to Sign Professional Services Agreement with
35 EarthTech for Inflow and Infiltration Studies,
36 3) Resolution 732/Authorizing Mayor to Sign Professional Services Agreement with
37 Shannon & Wilson for Perkins Way Geotechnical Studies, and
38 4) Resolution 733/Authorizing Mayor to Sign Contract with King County for Jail Services
39 was advanced to second reading calendar.

40
41
42 **Resolution 734/Authorizing Mayor to Sign Professional Services Agreement with Olympic**
43 **Associates for Public Works Yard Construction Management Services**

44
45 Director of Public Services Frank Zenk briefed council on Resolution 734 and requested council
46 approval of the professional services agreement with Olympic Associates for the public works
47 construction management services.

48
49 **Cmbr. Sterner moved** to advance Resolution 734/Authorizing Mayor to Sign Professional
50 Services Agreement with Olympic Associates for the public works yard construction

1 management services to the second reading calendar. **Thompson seconded. The motion**
2 **carried unanimously.**
3

4
5 **Ordinance 878/Relating to Use of City Credit Cards**
6

7 Finance Director John Hawley discussed the proposed Ordinance 878 relating to use of city
8 credit cards to include purchases of equipment or supplies as well as travel expenses and the
9 need to increase the credit card limit to \$10,000.

10
11 There being no objection, Ordinance 878/Relating to Use of City Credit Cards will advance to
12 second reading calendar on September 26, 2002 regular council meeting.
13

14
15 **Ordinance 879/Adopting Technical Code Amendments**
16

17 City Attorney Mike Ruark noted that this ordinance was prepared for council consideration to
18 make various technical amendments that are needed.
19

20 Discussion followed regarding the duties of the finance director and city clerk/treasurer and
21 current practice.
22

23 With the consent of the council, Ordinance 879/Adopting Technical Code Amendments was
24 advanced to second reading calendar on September 26, 2002 regular council meeting.
25

26
27 **Resolution 735/Authorizing Reimbursement for Public Works Facility Expenditures Prior**
28 **to Receipt of Bond Proceeds**
29

30 Hawley discussed Resolution 735/Authorizing the Reimbursement for Public Works Facility
31 Expenditures Prior to Receipt of Bond Proceeds. In response to questions from council, Hawley
32 discussed the time period for receipt of the bond proceeds and expenditures related to the
33 project.
34

35 Hawley also discussed information regarding the financing proposal for the public works facility.
36

37 **Armanini moved** to advance the financing proposal for the public works facility to the second
38 reading calendar as the last item. **Herzog seconded. The motion carried unanimously.**
39

40
41 **Sterner moved** to advance Resolution 735/Authorizing the Reimbursement for Public Works
42 Facility Expenditures prior to Receipt of Bond Proceeds to second reading calendar. **Armanini**
43 **seconded. The motion carried unanimously.**
44

45
46 A five-minute recess was called for at 8:52 p.m.
47

48 The meeting was resumed at 9:10 p.m.

1
2 **SECOND READING CALENDAR**

3 **Resolution 700/Authorizing Mayor to Sign Professional Services Agreement Amendment**
4 **with Olympic Associates for City Hall Project**

5
6 Thompson noted the various handouts associated with Resolution 700/Authorizing Mayor to
7 Sign Professional Services Agreement Amendment with Olympic Associates for City Hall
8 Project. Discussion followed on the additional costs associated with the project management
9 services for the new city hall and the not-to-exceed amount for which an amendment is being
10 requested.

11
12 **Olstad moved** to amend Resolution 700 to increase the base contract from \$141,928 to
13 \$155,624. **Thompson seconded. The motion carried unanimously.**

14
15 With the consent of the council, Resolution 700 will be held over and remain on second reading
16 calendar at the September 26, 2002 regular council meeting.

17
18
19 **Resolution 727/Establishing a Policy Requiring Periodic Review of Certain Professional**
20 **Service Contracts**

21
22 Council members agreed to hold Resolution 727/Establishing a Policy Requiring Periodic
23 Review of Certain Professional Services Contracts on second reading due to the current council
24 discussion of contract issues.

25
26
27 **Resolution 730/Approve 2003 Community Development Block Grant (CDBG) Projects**

28
29 **Sterner moved** to approve Resolution 730/Approve 2003 Community Development Block Grant
30 (CDBG) Projects. **Thompson seconded. The motion carried unanimously.**

31
32
33 **Resolution 731/Authorizing Mayor to Sign Professional Services Agreement with**
34 **EarthTech for Inflow and Infiltration Studies**

35
36 In response to a question from Sterner, Jacobson noted that he would fix the exhibits to reflect
37 what is referred to in the contract. In response to a question from Thompson, Jacobson noted
38 that the \$3.2 million grant from King County is for rehabilitation of the sanitary sewer system.
39 He added that the County requested that at least half of the money be spent on projects to fix
40 the system.

41
42 **Armanini moved** to adopt Resolution 731/Authorizing the Mayor to Sign Professional Services
43 Agreement with EarthTech for Inflow and Infiltration Studies. **Thompson seconded. The**
44 **motion carried unanimously.**

1 **Resolution 732/Authorizing Mayor to Sign Professional Services Agreement with**
2 **Shannon & Wilson for Perkins Way Geotechnical Studies**

3
4 Zenk briefly explained the need for this study and noted that City Attorney Ruark has reviewed
5 the agreement.
6

7 **Sterner moved** to adopt Resolution 732/Authorizing Mayor to Sign Professional Services
8 Agreement with Shannon & Wilson for Perkins Way Geotechnical Studies. **Armanini**
9 **seconded. The motion carried unanimously.**

10
11
12 **Resolution 733/Authorizing Mayor to Sign Contract with King County for Jail Services**

13
14 In response to a question from Olstad, Jacobson discussed regional negotiations related to jail
15 services with King County.
16

17 With the consent of the council, Resolution 733 will remain on second reading for the
18 September 26, 2002 regular council meeting.
19
20

21 **Resolution 734/Authorizing Mayor to Sign Professional Services Agreement with Olympic**
22 **Associates for Public Works Yard Construction Management Services**

23
24 Zenk briefly described the services needed for the public works yard construction management
25 services by Olympic Associates. Zenk responded to various questions regarding the scope of
26 work and aspects of the agreement.
27

28 Armanini suggested adding additional language to the agreement with respect to change orders
29 and conditions.
30

31 **Herzog moved** to amend the professional services agreement as follows:
32

33 Page 2, line 2: "...management study for police dispatch options, construction management for
34 the Lake Forest Park Public Works Yard." **Thompson seconded. The motion carried**
35 **unanimously.**
36
37

38 **Armanini moved** to amend the agreement as follows:
39

40 Page 2, line 3: "...not to exceed \$16,000. "This agreement may be supplemented, amended,
41 or revised only in writing by agreement of both parties. Should conditions of the work change so
42 as to materially affect the level of effort or time required, Olympic will immediately notify the City,
43 proposing an equitable adjustment to fee and schedule."
44

45 **Olstad seconded. The motion carried unanimously.**
46
47

48 **Armanini moved** to adopt Resolution 734/ Authorizing Mayor to Sign Professional Services
49 Agreement with Olympic Associates for Public Works Yard Construction Management Services
50 as amended. **Olstad seconded. The motion carried unanimously.**

1 **Financing Options for the Public Works Facility**

2
3 Council members discussed information provided by Finance Director Hawley regarding
4 financing proposals for the public works facility.

5
6 **Armanini moved** to direct the administration to pursue the 15-year bank loan with the Bank of
7 America for financing the public works facility. **Herzog seconded. The motion carried**
8 **unanimously.**
9

10
11 **Resolution 735/Authorizing Reimbursement for Public Works Facility Expenditures Prior**
12 **to Receipt of Bond Proceeds**

13
14 City Attorney Ruark noted that Resolution 735/Authorizing Reimbursement for Public Works
15 Facility Expenditures Prior to Receipt of Bond Proceeds would not be necessary if the council
16 accepts the bank loan option.

17
18 The council agreed to take no action on Resolution 735 at this time.
19

20
21 **NEW BUSINESS**

22 **New topics for discussion**

23
24 **a) Employee Benefit Enhancements**

25
26 Finance Director John Hawley reviewed information regarding the employee benefit
27 enhancements and discussed the committee process and the survey results.

28
29 Armanini expressed concern regarding the proposal to enhance medical and dental benefits
30 when costs are increasing and revenue is shrinking.

31
32 In response to a question from Olstad, Hawley and Jacobson discussed the rationale behind
33 using the comparable cities for the survey.

34
35 Herzog suggested forwarding the proposal to the Local Government Committee for review since
36 the committee was involved in the employee handbook project.

37
38 In response to a question from Thompson, Hawley proposed inclusion of the benefit
39 enhancements in the mayor's proposed budget and suggested that the changes be effective
40 January 1, 2002, if approved.

41
42 **Herzog moved** to refer the proposed employee benefits enhancements to the Local
43 Government Committee for review with a committee report to the council in six weeks.

44 **Thompson seconded. The motion carried unanimously.**
45

46
47 Council members agreed to schedule discussion of the Local Government Committee report on
48 employee benefit enhancements for the October 24, 2002 regular council meeting agenda.
49

1 Jacobson noted that a resolution would be drafted to amend the employee handbook to reflect
2 the changes in benefits if approved.

3
4
5 **b) Letter regarding SR 522 Transit Improvement Recommendations**

6
7 Herzog said that some items in the proposed letter are already being addressed and noted that
8 a traffic light is being studied for Northeast 153rd Street.

9
10 Discussion followed regarding recent transportation discussions and developments.

11
12
13 **d) Initiative 776: Limiting Motor Vehicle License Fees to \$30**

14
15 There was no objection from the council to Thompson's request that the administration schedule
16 a public hearing for Initiative 776: Limiting Motor Vehicle License Fees to \$30.

17
18 Herzog requested information regarding Initiative 790 also.

19
20
21 **e) I-5 Northbound On Ramp from Westbound SR-104**

22
23 Armanini noted her email message to Senator Fairley regarding the safety of the new on-ramp
24 from SR-104 to I-5 northbound. She expressed her concerns about the configuration of the
25 ramp and response from the Department of Transportation.

26
27
28 **f) Interim City Administrator**

29
30 Thompson noted that the council has been informed that City Administrator Doug Jacobson has
31 announced that he has accepted the position of Director of Public Works for the City of Mill
32 Creek. He extended congratulations and best wishes to Mr. Jacobson on behalf of the council.

33
34 Thompson said that he would like to see the mayor fill the position on an interim basis as soon
35 as possible.

36
37 Jacobson stated that he has contacted several agencies at the mayor's direction for information
38 or proposals regarding a search for an interim city administrator.

39
40 Council members requested that the mayor's proposal regarding the interim city administrator
41 position be included as a discussion item on the September 19, 2002 study session agenda.

42
43
44 **g) Excuse Cmbr. Goss**

45
46 **Herzog moved** to excuse Cmbr. Goss from tonight's meeting. **Olstad seconded. The motion**
47 **carried unanimously.**

1 Community and Government Affairs Manager Sarah Phillips requested the council to reserve
2 the date of Saturday, October 26, 2002 for the opening of the Lyon Creek Waterfront Preserve.

3
4

5 **ADJOURNMENT**

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7

There being no objection, the meeting was adjourned at 10:53 p.m.

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10 _____
11 Susan Stine, City Clerk

12
13

14 APPROVED:

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16

17 _____
18 Dwight Thompson, Mayor *pro tempore*