

MINUTES
Ferndale City Council Meeting
Held Tuesday, July 6, 2004
City Hall Annex Building – 5694 Second Avenue
7:00 p.m.

PRESENT BY ROLL CALL:

Councilmember Steve Oliver	Councilmember Mel Hansen
Councilmember Mike Reilly	Councilmember Marianne Elgart
Councilmember Carol Brumet	Councilmember Ron Wilson

ABSENT: Councilmember Susan Cole (Excused)

STAFF: City Administrator Greg Young	City Clerk Linda Knutson
City Treasurer Mark Peterson	Police Chief Dale Baker

Mayor Jerry Landcastle Presiding

CALL TO ORDER

Mayor Landcastle called the meeting to order at 7 p.m.

CONSENT AGENDA

The following consent agenda was moved for approval by Councilmember Brumet and seconded by Councilmember Wilson:

1. Approval of Minutes of 06/21/2004 Council Meeting
2. Approval of Payroll of 7/02/04; Auto-Deposit Amount: \$103,185.40; Checks #22235 - #22247 Amount: \$34,212.88; Total Payroll: \$137,398.28
3. Approval of payroll of 6/25/04; Check #22234 in the Amount of \$193.40 (Quarterly L&I Payment)

Motion passed unanimously.

PUBLIC COMMENT

Elinor King stated that she was extremely pleased with how the bridge and Main Street has turned out. She was also happy to see that Main Street businesses were upgrading, painting, and cleaning up storefronts to add to the updated appearance of the area.

Mike Hovander stated that he, too, was very satisfied with the end result of the Main Street and bridge improvements. He did ask who would be responsible for the care and maintenance of the grass strips installed on the corner near his business. Mayor Landcastle will research this and respond to Mr. Hovander.

BI-LATERAL AGREEMENT BETWEEN THE DEPARTMENT OF HEALTH AND THE CITY

Streets and Utilities Committee Action Item

Mayor Landcastle updated the Council that the Department of Health has the right to assume the City's authority governing water connections because of the non-conformance created by the delay of the update to the Water Comprehensive Plan. The DOH has set guidelines and timelines for the City to follow, in the form of a bi-lateral agreement, while the update to the Plan is accomplished. With this in place, the City continues supervised and uninterrupted authority over water connection issues.

It was moved by Councilmember Hansen and seconded by Councilmember Reilly to approve the Bi-Lateral Agreement between the City of Ferndale and the Department of Health. Motion passed unanimously.

STATEMENT OF QUALIFICIATIONS FOR WATER COMPREHENSIVE PLAN

Streets and Utilities Committee Action Item

Mayor Landcastle stated that three companies had responded to the City's Statement of Qualifications for the update of the Water Comprehensive Plan. Public Works Director Cecile is recommending that the project be assigned to Carl Reichhardt of Reichhardt and Ebe, due to their extensive knowledge of the City's infrastructure.

It was moved by Councilmember Hansen and seconded by Councilmember Reilly to negotiate with Reichhardt and Ebe Engineering to prepare the Water Comprehensive Plan update.

Councilmember Reilly asked if this item would come before Council once a negotiated fee is worked out. Mayor Landcastle responded that it would, as no funds were set aside in the 2004 budget for this update.

Motion passed unanimously.

NORDIC WAY CONNECTOR – MATCHING FUNDS AUTHORIZATION

Streets and Utilities Committee Action Item

Mayor Landcastle reviewed that the City had received a \$20,000 grant from the Port of Bellingham for the purpose of engineering design work for the proposed Nordic Way/LaBounty Connector. The City must now authorize \$5,000 in matching fund and identify the source of those funds. It had been previously determined that traffic mitigation funds were the appropriate source for this match.

It was moved by Councilmember Wilson and seconded by Councilmember Brumet to approve \$5,000 in matching funds for the Nordic Way Connector engineering design, to be taken from the Traffic Mitigation Fund.

Councilmember Hansen asked if Nielson Road was the original intended connector in this area. Mayor Landcastle responded that that was a much more difficult route to develop because of the railroad crossing, but that it was still a viable project.

Motion passed unanimously.

CITY ADMINISTRATOR REPORT

1. City Administrator Greg Young reviewed information he had provided for the agenda packet, including a perpetual calendar and a future council agenda. He has found these to be effective organizational tools that will eliminate items being overlooked and help Council meetings from being overbooked.
2. City Treasurer Mark Peterson and City Administrator Young presented a year-to-date budget summary which recapped all expenditures and revenues in all funds. Treasurer Peterson indicated that the City is on track in regard to staying within outlined expenditures with only a few exceptions, which will be covered in a budget amendment at the next Council meeting. Revenues are at or above anticipated levels to date, with Real Estate Excise much higher than expected. Councilmembers had asked that water and sewer connections be included in upcoming budget reports and summaries. Treasurer Peterson responded that the City has had 58 new water connections since January 1st, and a few less sewer connections.
3. **Resolution No. 04-07-06**, which provides for interfund loans to the major project funds, was presented to the Council. Administrator Young explained that the City is still in the process of submitting and receiving large grant reimbursements, but must pay the contractors in the meantime. Once all grant reimbursements have been allocated, the lending funds will be paid back, with interest. He noted that this is a typical method of maintaining cash fluidity.

It was moved by Councilmember Wilson and seconded by Councilmember Brumet to approve Resolution No. 04-07-06 authorizing interfund loans. Motion passed unanimously.

MAYOR REPORTS

- **The following Committee meetings were set:**

Planning and Judicial	7/07/2004	7:45 a.m.
Recreation and Finance	7/07/2004	9:00 a.m.

- Mayor Landcastle reported that Initiative 864 did not receive a sufficient number of signatures to qualify for the upcoming ballot. Information regarding this has been received from AWC and has been distributed to the Council.

COUNCIL REPORTS

- **Councilmember Elgart** reported that she had attended the First Salmon Ceremony, which she very much enjoyed. She also recently attended the annual Association of Washington Cities conference in Ocean Shores and felt it was very informative and worthwhile.
- **Councilmember Wilson** asked if the speed limit on Portal Way near Oso Lumber will be increased from 25 mph to 35 mph. Mayor Landcastle responded that this will be under consideration during the public hearing scheduled for August 16th.
- **Councilmember Brumet** stated that the Main Street Bar and Grill was scheduled to have a “soft opening” on July 8th and that the owner would like to invite public officials and local businesses to preview the restaurant before its official grand opening next week.
- Mayor Landcastle commended Councilmember Brumet on the successful BelGrass event held the previous weekend which raised money for hospice.
- Councilmember Hansen reported that Mark Wright, who is a Ferndale High School graduate and a Seattle television personality, will be speaking at the Kiwanis’s auction/luncheon on July 13th. Anyone interested in attending should contact Councilmember Hansen at home.
- Councilmember Elgart thanked the Ferndale Police Department for their informational bulletin, extra attention, and concern during the recent burglaries and break-ins in her neighborhood.

DEPARTMENT REPORTS

City Clerk Linda Knutson reported that the City Hall location is now going through a computer upgrade and conversion, but that there should be no noticeable interruption of services.

ADJOURNMENT

There being no further scheduled City business, the meeting was adjourned at 7:45 p.m.

ATTEST:

Jerry Landcastle, Mayor

Linda Knutson, City Clerk

ATTACHMENT A:

MINUTES
Street and Utilities Committee
Held Wednesday, June 30, 2004

COMMITTEE: Councilmembers Reilly and Hansen
ADMINISTRATION: Jerry Landcastle, Greg Young, Bob Cecile, Linda Knutson

REQUEST FOR WELL AND SEPTIC SYSTEMS – APANA

Director Cecile advised the Committee that Lori and Russel Apana are requesting to install a well and septic system on their building lot that is located approximately 1400 feet north of Oxford Court on Malloy. City utilities end at Oxford Court. City regulations require that property owners connect to City utilities once services are available within 200 feet of their property line, with some mitigating circumstances as identified in FMC 13.20.085 .

The Committee stated that the Apanas can proceed with installing a well and septic system and should be informed of City regulations as discussed. Director Cecile will notify the Apanas regarding this direction.

MATCHING FUNDS FOR NORDIC WAY CONNECTOR GRANT

City Clerk Knutson reviewed that the City had received a \$20,000 grant from the Port of Bellingham for the purpose of creating engineering for the proposed Nordic Way/LaBounty Connector. The City must now authorize \$5,000 in matching fund and identify the source of those funds. It had been previously determined that traffic mitigation funds were the appropriate source for this match.

It was moved by Councilmember Hansen and seconded by Councilmember Reilly to forward this recommendation to the full Council. Motion passed.

STATEMENTS OF QUALIFICATIONS: RECOMMENDATION FOR WATER COMPREHENSIVE PLAN

Director Cecile stated that three companies had responded to the City’s Statement of Qualifications for the Water Comp Plan. Cecile is recommending that the project be assigned to Carl Reichhardt of Reichhardt and Ebe, due to their extensive knowledge of the City’s infrastructure.

It was moved by Councilmember Hansen and seconded by Councilmember Reilly to forward this recommendation to the full Council. Motion passed.

BI-LATERAL AGREEMENT BETWEEN THE DEPARTMENT OF HEALTH AND THE CITY

Director Cecile reminded the Committee that the Department of Health has the right to assume the City’s authority governing water connections because of the non-conformance created by the delay of the update to the Water Comprehensive Plan. The DOH has set guidelines and timelines for the City to follow, in the form of a bi-lateral agreement, while the update to the Plan is accomplished.

It was moved by Councilmember Reilly and seconded by Councilmember Hansen to forward the Bi-Lateral Agreement between the City of Ferndale and the Department of Health to the full Council.

ENGINEERING POSITION

Staff had prepared information for the Committee concerning the position of a Professional Engineer for the Public Works and Planning Departments. Director Cecile maintained that the City is in good shape with work assignments using the half-time Engineering Technician, the Public Works Inspector, and Cecile’s own expertise as a Professional Engineer. He said that while another full-time Professional Engineer would be a nice luxury for the departments, it is a large and ongoing expense to the City that is not needed, probably for several years into the future. He further felt that upgrading the Engineering Technician position to full-time would be more than adequate to handle the workload of the two departments. He added that in-house design of projects such as Main Street and Rural-Sunset would be

a huge task for a single engineer. The City would still need to engage engineering consultant firms with the ability to assemble teams of specialists to produce plans for large and complex projects.

Councilmembers Reilly and Hansen both felt that a Professional Engineer was warranted, as was pointed out in 2004 budget workshops. Mayor Landcastle responded that staffing needs were different than they existed at that time, and that this was a good opportunity to save the taxpayers some money that could be better utilized in the Water, Sewer, and Street funds.

VISTA RIDGE - TREES ALONG PARKING STRIPS

Director Cecile showed the Committee some photos of trees that line the grassed areas between the sidewalks and streets in the Vista Ridge subdivision. Some of the trees appear to be sick or dying and it is not clear whether this is a responsibility of the City or of the Vista Ridge Homeowners Association. Staff will check into this, and if the trees are the responsibility of the City, they will most likely be removed, due to maintenance requirements and potential root damage to sidewalks, underground utilities, and streets.

OTHER

- It was discovered that the residents in parts of the one-way circular route between Washington Street and Portal Way are being denied mail service. The City will check into a resolution to this problem.
- Two to three new holes for flags need to be drilled in the sidewalk in Front of the Post Office on Main Street. These were overlooked during the recent construction.
- The Committee asked that Public Works follow up on the bonded improvements to the former North Country Homes site. Director Cecile said plans already exist for the needed improvements and that he will solicit bids through the small works roster.
- Administrator Young handed out a year-to-date financial update that will become a quarterly document for Council/staff review.