



Members: Chair Cole, Bitetto, Bowman (Alternate Reinke)

Staff Liaison: Deputy City Administrator Jeff Steffens, Chief Financial Officer Kassandra Raymond

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (Main Conference Room), or virtually by using the meeting access link below. -

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 293 210 785 026

Passcode: T9xJHw

Dial in by phone

[+1 323-886-6453,,905053946#](#) United States, Los Angeles

[Find a local number](#)

Phone conference ID: 905 053 946#

CALL TO ORDER

COMMITTEE BUSINESS

1. Ordinance No. 2923 Amending Sumner Municipal Code Chapter 2.112
2. Surplus Authorization
3. City Hall Access Control Contract Amendment
4. Donation Acceptance - Save Ryan House

REPORTS

1. Recruitment & Negotiation Update
2. Monthly Sales Tax Report

ADJOURNMENT



SUBJECT: Surplus Authorization

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. March 2025 Surplus

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

The Fleet Department has several miscellaneous body parts that they have accumulated over the years that are not needed, and they wish to surplus them. The items consist mostly of bumpers and tailgates and the intent is to sell them as one "lot". The estimated surplus value of \$1,000 falls within the Finance and Personnel Committee's authority.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



CITY OF
SUMNER
WASHINGTON

MEMORANDUM

DATE: March, 2025
TO: Finance and Personnel Committee
FROM: Jeff Steffens, Deputy City Administrator

RE: Surplus Authorization

Miscellaneous Vehicle Parts
Tailgates and Bumpers to be sold in a single “lot”
Estimated Value - \$1,000







SUBJECT: City Hall Access Control Contract Amendment

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: \$45,635.77

Within Budget Allocation: No

ATTACHMENTS:

1. 2025_03_18_CityHallAccessControls-AddendumToGoodsAndServices
-

STAFF CONTACT:

SUMMARY BACKGROUND:

The City wishes to amend its contract with Security Solutions Northwest for Access Control Improvements at City Hall to include an additional scope of work. The original contract was for \$160,000; the proposed change of \$45,635.77 will result in a new total contract amount of \$205,635.77. The change is needed to allow the vendor to remove 28 existing Cyberlocks and replace them with standard pass-through lock sets. The original plan was to perform this work in-house but after internal review it was determined that this work was best performed by the contractor. We also added two additional online Salto mortis lockets (electronic locks) and corresponding software licenses for the Police Department.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

AMENDMENT TO GOODS AND SERVICES CONTRACT

THIS AMENDMENT is made between the CITY OF SUMNER, a Washington municipal corporation (hereinafter the "City"), and Security Solutions Northwest, LLC, organized under the laws of the State of Washington, located and doing business at 1619 N State St, Bellingham, WA 98225 (hereinafter the "Vendor")

WHEREAS the City entered into a Goods and Services Contract on December 12, 2024 with Vendor for City Hall Access Control Upgrade Project and Evidence Storage Intrusion Replacement; and

WHEREAS the Parties to the agreement wish to amend the contract as set forth below to increase the contract amount by an additional **\$45,635.77** totaling a fee not to exceed **\$205,635.77** and by extending the contract duration and scope of work;

NOW, THEREFORE, the parties hereby amend said Contract as follows:

1. By revising section I (Description of Work) to include the revised scope as shown on Attachment A herto.
2. By revising Section II, (Time of Completion), to 5:00 PM June 30th, 2025.
3. By revising Section III (Compensation) to read as follows: The City shall pay the Vendor a fee not to exceed **\$205,635.77** for the services described in this Contract. This is the maximum amount to be paid under this Contract for the work described in Section I above, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed amendment to this Contract.

All other terms and conditions of the December 12, 2024 contract remain the same. The parties agree to ratify and confirm any acts consistent with the authority and prior to the final approval of this Amendment.

IN WITNESS, the Parties below execute this Contract Amendment, which shall become effective on the last date entered below.

CONTRACTOR:

By: _____
(signature)

Print Name: _____

Its _____
(Title)

DATE: _____

CITY OF SUMNER:

By: _____
(signature)

Print Name: Kathy Hayden

Its Mayor
(Title)

DATE: _____

By: _____
(signature)

Print Name: Jason Wilson

Its City Administrator
(Title)

DATE: _____

Attest: Approved as to form:

City Clerk

City Attorney

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:**Vendor:**

April Thomas
Security Solution Northwest LLC
1619 N State St
Bellingham, WA 98225

NOTICES TO BE SENT TO:**CITY OF SUMNER:**

Patrick Skelly
City of Sumner
1104 Maple Street
Sumner, WA 98390
253-299-5600

ATTACHMENT A

System Proposal

Scope of Work

Thank you for the opportunity to quote the City Hall Door Hardware Upgrade project. This proposal provides Turnkey pricing to replace Cyberlocks with standard hardware throughout City Hall. Also provide 2 additional online Salto mortise locksets.

- Storeroom function locks to be installed
- Material finish to match existing
- Keyed Cylinders (restricted key), provided by SSNW

This quote is based on the following assumptions:

- Excludes electrified locks beyond the 2 added.
- Excludes Alerting System
- Excludes 120v connections, if needed

NOTE: SEE THE INCLUSIONS/EXCLUSIONS TABLE IN THIS PROPOSAL FOR ADDITIONAL INCLUSIONS AND EXCLUSIONS, ALONG WITH THE PRODUCT-SPECIFIC ONES LISTED ABOVE

We have been accepted as a provider under WSIPC. www.wsipc.org - SSNW RFP # 22-05

DOOR HARDWARE SYSTEM COMPONENTS:

<u>Qty</u>	<u>Description</u>	<u>Part Number</u>	<u>Breakdown</u>	
4	Best Storeroom Function Lever	9K-3-7-D-14-D-S3-613	Material	\$31,060.00
2	Push Plate	BH-71-630		
9	Keyed Rim Cylinder 10B	ILCRD118-10B-TBD		
1	Keyed Rim Cylinder 26D	ILCRD118-26D-TBD		
10	Mortise Cylinder Keyed 10B	ILCM118D-10B-TBD		
1	Mortise Cylinder Keyed 26D	ILCM118D-26D-TBD		
10	Best Passage Lever	9K-3-0-N-14-D-S3-613		
18	Best Passage Mortise w/ Trim	45H0-N-14-S-613		
1	Deadbolt for Closet	4514-04-10B-0		
1	Exit Device	LA1T0570A21PM8LH		
1	XS4 Mortise Locks - ANSI	AM650G00DBB48		
1	XS4 Original+ Wide Body Escutcheon			
2	UA7 - Door Lichese			
2	Bluenet Wireless License			
1	Labor for Locksmith		Labor	\$9,600.00

DOOR HARDWARE SYSTEM SUBTOTAL: \$40,660.00

+ sales tax

Payment & Performance Bond \$1,016.50

+ sales tax

Sales tax @ 9.5% \$3,959.27

DOOR HARDWARE SYSTEM TOTAL: \$45,635.77

THESE ITEMS ARE **EXCLUDED** UNLESS MARKED YES:

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Panel		Fire Permit	
As-Built Drawings		Panel Install		Electrical Permit	
REVIT LOD Design		Panel Program /Test		WA Prevailing Wages	X
Data Submittals	X	Fire Stopping		Davis Bacon Wages	
Wire Supply		Door Lock Hardware	X	P & P Bond	
Wire Installation		Door Lock Hardware Install	X	Programming	
Conduit & Installation		120v Power Material & Install		Fire System Testing	
Coring		Provide Lift(s)		Training - On-site 1 hr	
Devices		POE Switches		Training - Remote 1 hr	
Devices Install		Magnetic Door Holders		Training - Remote 4 hr	
Devices Program/ Test					

TERMS AND CONDITIONS:

- Proposal is valid for 30 days from the date on this proposal
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Customer to provide robust & reliable Wifi connection if needed; parts needed to connect a cellular communicator with a weak cellular signal will be billed as an additional cost
- Proposal is based on plans noted above. If plans are found to be incorrect or incomplete during the design process, we will bill for the additional time.
- Existing wiring or equipment integrated into this scope of work is assumed to be in working order and supported by the manufacturer, any work and parts needed to upgrade or fix will be billed at a time and material rate
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- All parts and labor are warranted for one year
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date
- Pay Portal Fees are not included and will be billed to customer with a 10% markup

Presented by: _____
Tom McKellar - 206.513.3405

Acceptance: _____
(please sign here)

Date

SUBJECT: Donation Acceptance - Save Ryan House

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. MOU Ryan House HABS Donation
 2. Resolution No 1716 - Donation Acceptance Save Ryan House
-

STAFF CONTACT: Jason Wilson, City Administrator

SUMMARY BACKGROUND:

The City has applied for a demolition permit for the Ryan House. As part of the SEPA mitigation, the City has hired Architectural Resources Group (ARG) to provide a Level II Historic American Building Survey (HABS) report, consistent with the Washington State Department of Archaeology and Historic Preservation's recommended standard, which includes a historical report, measured drawings and photographs.

The Save Ryan House community group desires to donate \$5,800 to help the city fund the HABS report. The donation is subject to council approval and includes a donation memorandum of understanding between the City and Save Ryan House.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUMNER AND SAVE RYAN HOUSE
RELATED TO A DONATION OF PRIVATE FUNDING CONTRIBUTED TO THE COSTS OF THE CITY-
COMMISSIONED LEVEL II HABS REPORT FOR THE RYAN HOUSE**

THIS AGREEMENT is made this ____ day of _____, 2025, by and between the Sumner Ryan House, a Washington NonProfit Corporation, and the City of Sumner, a Washington Municipal Corporation (the "City"). Save Ryan House and the City (collectively referred to as "Parties" and individually a "Party") hereby acknowledge and agree as follows:

RECITALS

WHEREAS, the City received title to a historic home abutting the City's Main Street (the "Ryan House"), and its underlying real property (the "Property") by deed dated January 25, 1926; and

WHEREAS, the deed specifies that the property is to be used as a public park in honor of Lucy V. Ryan and allowed the house to remain for at least five years; and

WHEREAS, the Ryan House served as the City's library and as a home to the Sumner Historical Society for many decades; and

WHEREAS, over the course of the last century, the condition of the Ryan House has deteriorated to the point that it is now a dangerous building, unsafe for use by the public; and

WHEREAS, the costs to repair or restore the Ryan House to a safe condition exceed the funding authorized by the City Council; and

WHEREAS, the City applied for a demolition permit on January 24, 2025 following a duly-noticed SEPA process and determination, intends to proceed with demolition of the Ryan House and conversion of the Property into a public park for use by the public as a whole; and

WHEREAS, in an effort to honor and memorialize the Ryan House structure, the City engaged the services of Architectural Resources Group (ARG) to provide a Level II Historic American Building Survey (HABS) report, consistent with the Washington State Department of Archaeology and Historic Preservation's recommended standard, which includes a historical report, measured drawings and photographs; and

WHEREAS, Save Ryan House offered to contribute \$5,800 as a donation to the City to assist in the payment of the ARG HABS report.

NOW, THEREFORE, the Parties commit to the following:

1. Purpose. The purpose of this MOU is to formally accept a monetary donation from Save Ryan House to the City in the amount of Five Thousand, Eight Hundred Dollars (\$5,800). The funds shall be used by the City to pay for one-half of the ARG Level II HABS Report. The acceptance of the donation is based upon the following terms and conditions:

2. Term. The term of this MOU shall begin on the date executed by all Parties below, and shall automatically expire upon receipt by the Parties of the HABS Report, or on June 1, 2025, whichever occurs first.
3. City Obligations. During the Term of this agreement, the City shall:
 - a) Maintain an agreement with ARG for the commission of a Level II HABS Report; and
 - b) Provide ARG access to the Ryan House for the limited purposes necessary to accomplish the services required to complete the Level II HABS Report; and
 - c) Request that ARG acknowledge the Save Ryan House donation with the following text on the cover of the HABS Report: "Report commissioned through financial support from the Save Ryan House community group."
 - d) Provide Save Ryan House with a copy of the ARG HABS Report within one business day of receipt from ARG via email to Nicholas Biermann at nsbiermann09@gmail.com.
 - e) Provide DAHP with a copy of the ARG HABS Report within one business day of receipt from ARG.
 - f) Utilize the entirety of the Save Ryan House donation towards the invoice for ARG's services related to the HABS Report and otherwise comply with the City's Donation Acceptance Policy, including but not limited to acceptance of the donation by resolution of the Sumner City Council.
4. Save Ryan House's Obligations. During the Term of this agreement, Save Ryan House shall:
 - a) Maintain the valid nonprofit corporation status with the Washington Secretary of State and all federal rules and regulations governing 501(c)(3) organizations; and
 - b) Provide the City with the donated funds totaling \$5,800 in either cash or cashier's check, payable to the City of Sumner, no later than five business days from execution of this agreement; and
 - c) Acknowledge that ARG's contractual relationship is with the City only and refrain from communicating with ARG directly, including via telephone, email or in-person, or otherwise attempting to dictate ARG's scope of work or means, methods or approach to the HABS Report; and
 - d) Refrain from placing any conditions or restrictions, other than those specifically outlined herein, upon the City's acceptance or expenditure of the donated funds;
7. Nonrefundable. Upon acceptance of the donated funds by the City, they are nonrefundable.
8. Execution. This agreement may be executed in counterparts, all of which taken together shall constitute one document.
9. Authorization. Each person signing for an entity warrants that he or she is duly authorized to do so.
10. Entire Agreement. This MOU contains all the terms and conditions agreed to by the Parties. No other understanding, oral or otherwise, regarding the subject matter of this MOY shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by the dates and signatures below.

SAVE RYAN HOUSE

By: Nicholas Biermann

Its: _____

Date: _____

CITY OF SUMNER

By: Jason Wilson

Its: City Administrator

Date: _____

**RESOLUTION NO. 1716
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, ACCEPTING THE
DONATION OF \$5,800.00 FROM SAVE RYAN HOUSE FOR THE PURPOSES OF
COMMISSIONING A LEVEL II HABS REPORT FOR THE RYAN HOUSE.**

WHEREAS, the City received title to a historic home abutting the City's Main Street (the "Ryan House"), and its underlying real property (the "Property") by deed dated January 25, 1926; and

WHEREAS, the deed specifies that the property is to be used as a public park in honor of Lucy V. Ryan and allowed the house to remain for at least five years; and

WHEREAS, the Ryan House served as the City's library and as a home to the Sumner Historical Society for many decades; and

WHEREAS, over the course of the last century, the condition of the Ryan House has deteriorated to the point that it is now a dangerous building, unsafe for use by the public; and

WHEREAS, the costs to repair or restore the Ryan House to a safe condition exceed the funding authorized by the City Council; and

WHEREAS, the City applied for a demolition permit on January 24, 2025 following a duly-noticed SEPA process and determination, intends to proceed with demolition of the Ryan House and conversion of the Property into a public park for use by the public as a whole; and

WHEREAS, in an effort to honor and memorialize the Ryan House structure, the City engaged the services of Architectural Resources Group (ARG) to provide a Level II Historic American Building Survey (HABS) report, consistent with the Washington State Department of Archaeology and Historic Preservation's recommended standard, which includes a historical report, measured drawings and photographs; and

WHEREAS, Save Ryan House offered to contribute \$5,800 as a donation to the City to assist in the payment of the ARG HABS report.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON:

Section 1. The sum of \$5,800.00 donated by Save Ryan House is hereby accepted.

Section 2. The donation shall be utilized by the City in accordance with the Memorandum of Understanding between Save Ryan House and the City, executed on _____.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED AND APPROVED this ____ day of April 2025.

Kathy Hayden, Mayor

Attest:

Approved as to form:

Michelle Converse, City Clerk

Andrea J. Marquez, City Attorney



SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

Staff will provide a verbal update on recruitment and negotiation activity.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/20/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.

SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Staff will review monthly sales tax reporting. This is a regular reporting item. Please note, this report is provided only to those who have a WA State Department of Revenue Secrecy Affidavit Confidential Affidavit on file.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/20/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.