

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 22, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 7:00 p.m.

2. Roll Call

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Rob Martin, Assistant to the Administrator & Communications Krista Hintz Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Robb to approve the agenda. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments, however the City received two citizens who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

Tim Schmidt, 26910 92nd Avenue NW – Topic, Code

Carrie Meyer Richardson, 3712 288th Street NW – Topic, City Hall Relocation

5. Staff Reports

- a. Police Compstat Report – March 2021

6. Committee Reports

- a. Community Development Committee Meeting Minutes – March 11, 2021
- b. Planning Commission Meeting Minutes – February 22, 2021

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7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 08, 2021 Regular City Council Meeting Minutes
- c. Approve April 08, 2021 Special Workshop Meeting Minutes

Motion by Councilmember Robb, Second by Councilmember White, to approve the Consent Agenda.

Motion carried unanimously.

8. Old Business

- a. Civic Campus Discussion

Community Development Director, Patricia Love explained that the purpose of this agenda item is for Council confirmation of the April 8, 2021 Council Work-session discussion to pursue options to locate a combined City Hall / Police Station in downtown Stanwood, otherwise known as the Stanwood Civic Campus project.

On April 8, 2021 the Council had a discussion on how best to provide police and city hall services to the residents of Stanwood and narrowed down the options to the following two concepts for further study: Find a location for building or renovating that keeps City Hall and the Police Station in the downtown core (Option E) and/or build a combined facility on the 72nd Avenue property next to Church Creek Park (Option A).

Options eliminated from further study included building a stand-alone police station and council chambers facility on the 72nd Avenue site (Option B) and building a standalone council chambers building next to the existing City Hall building (Option D). After further discussions with the City's consultant, Mackenzie Architects, staff is recommending that the former bank building on SR 532 be removed from further considerations of existing sites to be renovated. The site would not allow for any needed expansion and the Police Department has concerns about their only vehicular access point being directly onto SR 532. The option to maintain the existing City Hall building with some renovations (Option C), such as the bathroom and kitchen facilities, was supported by the Council with the exception that those renovations would wait until more decisions were made about the future use of the building.

Council is also in the process of considering a policy decision to maintain a city presence in downtown by keeping city hall and police services in the downtown core or a policy decision to move those services out of the floodplain. This policy discussion focuses on two potentially conflicting ideas.

The Downtown Master Plan envisions a City Campus in the downtown Central District area while previous Council discussions regarding facility siting and emergency response in the event of a flood (City Hall FAQ Sheet) recommended moving governmental buildings out of the floodplain to maintain continuation of service during flooding events.

Patricia provided a review of the due diligence that is required to move forward. The City conducted its due diligence on the 72nd Avenue site in 2018 / 2019, then purchased 1.25 acres and prepared preliminary concept design plans for the site. Site constraints are

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known for the 72nd Avenue property such as needing to purchase an additional 0.25 – 1.0 acres to: accommodate a drive isle to Church Creek Park, provide overflow parking, locate a secure police parking area and integrate park trails and landscaping.

To provide Council with the needed information to make an informed decision on how best to site a potential civic campus, the following information will be gathered on the Stanwood Commons building: Evaluate the structural integrity of the building by reviewing existing building plans and if needed have a structural inspection performed. Review any existing geotechnical reports on the site and if necessary, conduct core samples to understand the underlying soil conditions. Assess vehicular access to/from the site, including emergency access in the event of flooding events. Evaluate renovation options: interior, exterior and tenant spaces. Confirm that the building meets floodplain construction requirements. Work with the City's consultant and the Police Department to determine if the building can accommodate their unique operation and security needs. Prepare a financial assessment of short and long-term costs associated with the building.

A right of entry agreement from the owner will be necessary to access the site to complete the tasks listed above. Once all this information has been gathered, staff will prepare a site comparison and a pro/con evaluation of the 72nd Avenue and Stanwood Commons sites for Council's consideration. It is anticipated that this due diligence will take up to three months.

Love explained the financial impact noting that the requests are within Financial Policy. Staff requests Council direction to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a civic campus in the Central District.

Council discussed the items being proposed.

Motion by Councilmember Pearce, Second by Councilmember Robb to direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a Civic Campus in the downtown Central District.

6 votes Yes - 1 votes No

Motion carried.

Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor and City Administrator to execute a Right of Entry Agreement with the Stanwood Commons building owner for the purpose of conducting due diligence studies associated with locating a Civic Campus facility on the property.

6 votes Yes - 1 votes No

Motion carried.

Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor or City Administrator, to sign the Contract Scope of Work amendment with Mackenzie in the amount up to, but not exceeding \$100,000.00 as per financial policy.

Motion carried unanimously

Motion by Councilmember Pearce, Second by Councilmember Robb to authorize the Mayor or City Administrator to sign associated Task Orders in an amount not to exceed

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\$50,000 for geotechnical, structural and survey work necessary to support the Stanwood Commons due diligence evaluations.

Motion carried unanimously

10. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

11. Reports of Officers and Committees

a. Mayor's Report –

The Mayor did not have anything to share this time.

b. City Administrator's Report-

Jennifer Ferguson, City Administrator reported that Tax Increment Financing (TIF) is becoming law. This is an Economic Development tool that will benefit the community.

We have extended an offer for the Economic Development and Marketing Manager to Sarah Cho. Sarah comes to us from the City of Federal Way where she worked on Economic Development initiatives and Sales and Marketing for the Federal Way Performing Arts and Event Center. We look forward to the fresh insight she will bring to the City of Stanwood, invigorate our tourism and marketing initiatives through Discover Stanwood Camano. We are excited to have her join our team May 3rd.

We kicked off Tech Team this week. The purpose of this interdepartmental staff group is to assess the current technical services provided to the city and to also explore automation avenues that may provide a higher level of service to the community.

The week of April 18 is volunteer appreciation week. Thank you to all the citizens that give their time to serve on our boards and volunteers that do City projects. Also, a huge shout out to our Administrative Professional staff.

We are starting to see Special Events resurfacing. Several Special Event applications have come in. Reminder – The Goose is Loose Fun Run is this Saturday. The Stanwood Historical Society is holding a Memorial Day tribute which will be held on May 31. The Farmers Market begins on June 2nd and the 2021 Art Studio Tour will be held on June 25, 26 & 27. You can find additional information on the Discover Stanwood Camano website. The topic for the upcoming May 13 Council Workshop will be a discussion regarding the upcoming American Recovery Plan stimulus funds that the City will be receiving.

Director Soundbites-

Fire Chief John Cermak said that NCFCA is doing well. There has been an uptick in COVID-19 positive cases and the County is facing a possible push back to Phase 2. The mass vaccination site is still providing vaccinations.

Police Chief Rob Martin noted that they have gone live with the Insight Dispatch module. This module provides citizens with digital confirmation of their report as well as updates and ends with a survey. Staff has actively been planning the National Night Out event. Watch for details on this event to come out soon.

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Public Works Director, Kevin Hushagen wanted to give everyone a reminder that It is Construction Season and mowing time. Thank you all for your patience. Clean Sweep is May 15 this year and will be at the old Thrifty Food parking lot.

Patricia Love noted that the project for evaluation of 68th and 80th speed study and traffic calming has been received. The results are being reviewed and recommendations will be shared with the City Council soon.

c. Councilmember Reports and Questions-

Councilmember Pearce stated that the new speed signs on 80th have been working well. He has received good reports from the neighbors in that area. Pearce also wanted to note that the True Value Hardware store closed this week. This store has been in Stanwood for a long time. Thank you to the Nicholas family for all of your long-time community support. We wish you well in your retirement.

Councilmember Shepro asked if the vacancy on the Planning Commission has been filled? He was not able to locate it on the City website.

The Mayor noted that the position has not been filled. We will do a new push on the website and social media to renew the effort.

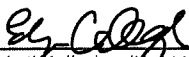
Mayor Callaghan said that the Salary Commission position is still open as well. The application for both openings are located on the City website under Boards and Commissions.

12. Adjourn

The meeting was adjourned at 7:40 pm.

CITY OF STANWOOD

ATTEST:



Elizabeth Callaghan (May 14, 2021 13:37 PDT)
Elizabeth Callaghan, Mayor

Sara Robinson

Sara Robinson, City Clerk