

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 13, 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: City Engineer/Capital Project Manager Shawn Smith, Fire Chief John Cermak, Police Chief Rob Martin, Economic Development Marketing Manager Sarah Cho, Accounting Manager Wendy Dowhower, Assistant to the Administrator & Communications Manager Krista Hintz, Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

3. Approval of the Agenda

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

4. Presentation

a. Introduction of New Employees

City Administrator, Jennifer Ferguson introduced Sarah Cho, the new Economic Development and Marketing Manager. The City is excited to have Sarah on board.

5. Citizen Comments

The City received four written public comments. They have all been provided in advance to the Mayor and City Council for review. The full written comments will be added to the record in the meeting minutes. The following are the names and topics of the written comments:

Brian Edstrom - Waste Management, Yard Waste Collection
Gordon Derksema – Waste Management, Yard Waste Collection
Peggy Kitting – Waste Management, Yard Waste Collection
John Wallis – Waste Management, Yard Waste Collection

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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.

The City received one request for verbal comment-

Tim Schmidt - 26910 92nd Ave NW – Topic: Public Works Projects

Mr. Schmidt contacted the City Clerk prior to the meeting and asked to be excused as he was not able to attend.

6. Staff Reports

- a. Finance Report – First Quarter 2021

7. Committee Reports

- a. Parks and Trail Advisory Committee Meeting Minutes- April 19, 2021
- b. Finance/Personnel Committee Meeting Minutes – April 22, 2021
- c. Public Safety Committee Meeting Minutes – April 22, 2021

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve April 22, 2021 Regular City Council Meeting Minutes
- c. Resolution 2021-02 Personnel Policy Amendments
- d. Authorize the Mayor to Approve Final Acceptance of the SR532 Berm and Bike/Pedestrian Path
- e. Authorize the Second Adjustment and Credit to the North Star Cold Storage Utility Account
- f. Salary Commission Re-Appointments

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

Motion carried unanimously.

9. Old Business

- a. Civic Campus Discussion

Jennifer Ferguson explained that the request is for Council approval of a contract amendment with Mackenzie Architects in the amount of \$80,400 to complete the due diligence study on the Stanwood Commons building as part of the civic campus project. Ferguson stated that Mackenzie has prepared a scope of work to assess and report on the Stanwood Commons building for the purpose of locating a combined City Hall / Police Station on the site. Work under the revised scope of work includes: Conducting a site visit by the architect and civil, structural, mechanical / plumbing and electrical engineers

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to conduct a preliminary evaluation of the building, Meeting with the Police Chief to determine if the department needs can be met in the building, Preparing a feasibility report which integrates their findings with the geotechnical and survey recommendations. Geotechnical and survey work is being completed by others, Prepare 3-D conceptual examples of potential exterior improvements, Prepare cost estimates for renovations and site improvements, Prepare and present findings to the Council at a future work-session. The cost for this work is \$58,000.00. Staff has proposed adding a 20 percent contingency to the proposed fee to cover potential unknowns during the due diligence period. With contingency, the authorized amount would total \$80,400.00. An amendment to the Mackenzie contract is needed to adjust the scope of work to reflect the due diligence work needed for the Stanwood Commons building. On April 22, 2021 Council approved a budget of \$100,000 and if the total amount spent to date exceeded approved contract amount, a budget amendment would be needed.

For clarity, the existing contract with Mackenzie will be closed out and a new amendment will be prepared for the due diligence work only. This new contract will include the due diligence work and the 20% contingency for a total contract amount of \$80,400.00. Once Council decides on a final direction, downtown or uptown, a new contract will be prepared with Mackenzie to prepare the building and site plans. There are sufficient funds in the building fund account to cover the additional costs. Council discussed the request.

Motion by Councilmember Johnson, Second by Councilmember Pearce to authorize the Mayor to sign the contract scope of work amendment with Mackenzie in the amount up to, but not exceeding \$80,400.00.

*Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb - Yes
Motion carried unanimously.*

10. New Business

a. Six-Year Transportation Improvement Plan (TIP)

City Engineer/Capital Project Manager, Shawn Smith presented the proposed Six-Year Transportation Improvement Plan 2022 through 2027 (TIP). A Public Hearing is proposed for May 27, 2021 as required by RCW 35.77.010 to adopt a six-year traffic improvement plan. The City of Stanwood is required to prepare and adopt a transportation improvement plan by July of each year for the ensuing six calendar years. The City of Stanwood's Six-Year Transportation Improvement Plan (TIP) must be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

Staff recommends a public hearing to be set for May 27, 2021 and recommends that the Six-Year TIP 2022-2027 be prepared for adoption by resolution. The Public Works Committee reviewed and discussed the Six-Year Transportation Improvement Plan on

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April 5 and May 4, 2021. The Committee has expressed support for the proposed plan. Therefore, it is the committee's recommendation to present the proposed Six-Year TIP 2022-2027 to Council for review, to set a public hearing, and adoption by resolution prior to the July deadline.

Council discussed the proposal. There were several projects and other items that were the councilmembers asked to be added to the TIP. There is time to have another review of the plan prior to the State due date. The changes will be made and noted at the next council meeting.

*Motion by Councilmember Johnson, Second by Councilmember Pearce to motion to direct staff to set a Public Hearing on May 27, 2021 and prepare the recommended Six-Year TIP 2022 - 2027 for adoption by resolution with the amendments made as stated.
Motion carried unanimously.*

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

12. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan reminded everyone that May 17 – 21 is Candidate Filing week with the County. Both Councilmember Robb and the Mayors positions will both be seated as soon as the election is certified because of the positions being appointed not elected. The Governor is talking about a possible Statewide opening on June 30.

We have had people ask about starting to do in person Council Meetings. At this time, we are not set up for people to participate in both ways. Staff is working on a plan for this.

b. City Administrator's Report-

Jennifer noted that the Port Susan Trail grant funding is in the State's budget. The City still has openings on both the Salary Commission and Planning Commission. If you are interested in one of the open positions, please apply on the City Website. The Stanwood Farmers Market is starting up on the first Friday in June. We are looking forward to supporting our local farmers and vendors. Reminder letters for expired Pet Licenses went out today. These licenses help people find their lost pets. Clean Sweep is this Saturday, May 15 from 9 am to 2 pm. Bring your flyer and proof of residency.

Director Soundbites-

Fire Chief Cermak did not have anything new to report but wanted to thank everyone for all that they do.

Police Chief Martin Would like to get out the message about the new Smart 911. This is a great service for vulnerable adults or people with special needs. Sign up at www.smart911.com.

City Engineer/Capital Project Manager Shawn Smith stated that Public Works has been busy. There will be paving on 276th west of 72nd to the City Limits. They are close on the Pioneer Highway Sewer project. There will be night road closures to make for less disruptions.

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Ferguson ended with reminding council and staff to mark their calendars for June 25. There will be a ribbon cutting for the Port Susan Trail and Berm. Landscaping and planting will start next week.

c. Councilmember Reports and Questions-

Councilmember Johnson acknowledged that the citizen public comments regarding the Waste Management yard waste mostly came from the Candle Ridge neighbors. His heart goes out to them. He mentioned that you can order an additional yard waste bin that costs an additional \$4.93 per month.

Councilmember Robb is glad to see the light at the end of the tunnel. The County announced that the Evergreen State Fair is happening this year. Darren hopes that Stanwood will reconsider and move ahead with the Stanwood-Camano Fair this summer also.

Mayor Callaghan ended the meeting by saying Thank You to Police Chief Martin during the recent break-in incident .

13. Adjourn

The meeting was adjourned at 8:03 pm.

CITY OF STANWOOD



Elizabeth Callaghan (May 28, 2021 08:49 PDT)

Elizabeth Callaghan, Mayor

ATTEST:



Sara Robinson, City Clerk