

**CITY OF STANWOOD**  
Regular Meeting of the City Council  
Thursday, May 14, 2020 – 7:00 p.m.  
Zoom Online Meeting & Telephone  
**MINUTES**

**1. Call to Order**

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

**2. Roll Call**

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Assistant Public Works Director/City Engineer Shawn Smith, Community Development Director Patricia Love, Attorney Brett Vinson, Police Chief Rob Martin, Fire Chief John Cermak, City Administrator Jennifer Ferguson, and Deputy Clerk Sara Robinson.

**3. Approval of the Agenda**

*Motion by Councilmember Johnson to amend the agenda by moving agenda item 8b-Task Order with PACE Engineers Inc. to the Consent Agenda as Item 7c. Second by Councilmember Pearce. Motion carried unanimously.*

*Motion by Councilmember Johnson, second by Councilmember White, to approve the agenda as amended. Motion carried unanimously.*

**4. Citizen Comments - Removed via motion at 3-26-2020 Meeting**

**5. Committee Reports**

- a. Parks and Trails Advisory Committee Meeting Minutes - February 18, 2020

**7. Consent Agenda**

- a. Approve Vouchers and Payroll Checks
- b. Approve April 23, 2020 City Council Meeting Minutes
- c. Authorize the Mayor to Sign a Task Order with Pace Engineers, Inc. for the Irvine Slough Storm Water Separation Project Phase 2

*Motion by Councilmember Johnson, Second by Councilmember Roberts, to approve the Consent Agenda items a through c. Motion carried unanimously.*

**8. New Business**

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- a. First and Second Reading and Final Adoption of Ordinance 1487, 2019-2020 Budget Amendment

City Administrator, Jennifer Ferguson presented the proposed budget amendment for the 2019-2020 Budget. The adjustments include, Beginning Net Cash to Actual – All Funds, Capital Projects- Sewer and Park Construction and Operating Expenditures – All Funds. The Finance Committee reviewed the proposed budget amendment at the regular committee meeting on May 7, 2020 and recommend adoption.

*Motion by Councilmember Johnson, second by Councilmember Pearce the first and second reading and final adoption of Ordinance 1487, 2019-2020 Budget Amendment. Motion carried unanimously.*

- b. Authorize the Mayor to sign the Stanwood Port Susan Trail Phase 2 Design Project Contract with Confluence Environmental

Community Development Director, Patricia Love presented the Stanwood Port Susan Trail Phase 2 Design Project. The design and permitting of the project is in our 2020 work plan. The goal is to design and construct a 6-10 foot wide pedestrian trail that starts at the 88<sup>th</sup> Avenue park and ride lot and connect to the trail section on top of the SR 532 Berm that is currently under construction. The trail will be a 5 mile looped trail around the water treatment plant and pass through the Hamilton Landing Park then connect to the Stillaguamish River outlook platform build by the boy scouts next to Twin City Foods. Both the Community Development Committee and Parks and Trails Advisory Committee have been briefed on the draft trail alignment and proposed scope of work. Both committees are supportive of moving forward with the project.

*Motion by Councilmember Roberts, second by Councilmember Johnson to authorize the Mayor to sign the Task Order with Confluence Environmental for the Environmental Studies and 30 Percent Design of the Stanwood Port Susan Trail in an amount not to exceed \$245,000. Motion carried unanimously.*

- c. Authorize the Mayor to Sign a Contract with Quality Controls Corporation for a New Telemetry System for the Wastewater Department

Public Works Director, Kevin Hushagen presented the request to authorize the mayor to sign a contract with Quality Controls Corporation (QCC) to provide a new telemetry system including spare parts for the wastewater department. QCC was recently contracted to provide an upgraded supervisory control and data acquisition (SCADA) system at the Wastewater Treatment Plant. The next phase of upgrading the communications system in the wastewater department is to build a new telemetry system. The need for accurate and real time monitoring of the entire wastewater system is vital to support the health and safety to our citizens and employees. The Public Works Committee supported this work and

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recommended bringing the contract to Council to explain the importance of accurate real time monitoring.

*Motion by Councilmember Johnson, second by Councilmember White to authorize the Mayor to sign a contract with QCC to provide a Telemetry System for the wastewater department including spare parts not to exceed \$191,407. Motion carried unanimously.*

- d. Discuss Six Year Transportation Improvement Plan Directing Staff to Set a Public Hearing for May 28, 2020

Public Works Director, Kevin Hushagen presented the proposed Six Year Transportation Improvement Plan (TIP) 2021 through 2026 and requests direction from council for staff to set a Public Hearing for May 28, 2020 as required by RCW 35.77.010.

The purpose of the six year TIP is to assure that each city and town will have a plan looking into the future for not less than six years as a guide in carrying out a coordinated transportation program. Projects seeing grant or outside funding need to be identified on the six year TIP. The Public Works Committee reviewed the plan and recommends setting a public hearing and adoption by resolution prior to the July deadline.

*Motion by Councilmember Johnson, second by Councilmember Roberts to direct staff to set a Public Hearing for May 28, 2020 to adopt the Six Year TIP as presented. Motion carried unanimously.*

### **9. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting**

### **10. Reports of Officers and Committees**

- a. Mayor's Report –

Mayor reported that things are still moving forward in Stanwood. He is involved in two conference calls per week and he and Jennifer attend more meetings now than ever before. Everything is going very smooth and everyone is working well together. Unfortunately some of our favorite events for the summer are being cancelled due to the Covid-19 pandemic. We are not giving up on the concerts and are hopeful that maybe a car concert will be held in one of the large parking lots in the City. We want to do all that we can for the moral of the Stanwood citizens while staying safe.

- b. City Administrator's Report-

Jennifer Ferguson wanted to share some things that staff is working on to adapt. Permits have been shifted to a paperless method. Staff is working on ways to automate the permit process while still having a connection with the customers. The cares act funding is now available. Stanwood is not big enough to benefit from the Federal funding entitlement but we will submit some of our expenses to Snohomish County as they qualify for the funding. The City does qualify for non-entitlement funding from the state. The amount is approximately \$210,000. Use of the funds is not to be used to replace revenue loss.

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Fiscal impact will be at a different time. The City would like to use the funds for sanitizing equipment that can be used at city parks, technology upgrades and supporting the community resource center to assist for households that are experience a financial deficit. The Kids Eat site located in the QFC parking lot is going to look different soon. There is a more permanent structure planned for that site.

City Attorney Brett Vinson wanted to give council some information about enforcement of the Governors orders. The city is not required to enforce his orders. There may be an executive meeting after the next Council Meeting to discuss a possible issue related to this.

### c. Councilmember Reports and Questions

Councilmember Johnson asked Chief Cermak to give a report for the North County Regional Fire Authority.

Chief John Cermak noted that a new Fire Engine and an Ambulance were delivered this week and will be in service in the next 30-60 days. Crews are training on them now. There is a new training facility opening at 300<sup>th</sup> and Old Highway 99. This location could also become another fire station at some point.

## 11. Adjourn

Mayor Kelley adjourned the meeting at 7:45 p.m.

CITY OF STANWOOD

  
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Leonard Kelley, Mayor

ATTEST:

  
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Sara Robinson, Deputy Clerk