

**CITY OF STANWOOD**  
Regular City Council Meeting  
Thursday, May 26, 2022, 7:00 p.m.  
Stanwood-Camano School District Administration Building Board Room  
26920 Pioneer Highway, Stanwood, WA 98292  
Online option via Zoom

**MINUTES**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Assistant to the Administrator Krista Hintz called the roll with the following Council members present: Dani Gaumond, Marcus Metz, Darren Robb, Steve Shepro, Andreena Bergman, Tim Schmitt. The meeting was quorate. *A motion was made by Councilmember Robb, Second by Councilmember Gaumond to excuse Councilmember Tim Pearce.* The motion carried unanimously.

Also known to be present: City Administrator Shawn Smith, Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Incoming Police Chief Jason Toner, City Attorney Nikki Thompson, Finance Director David Hammond, Human Resources Manager Pat Adams, Economic Development and Marketing Manager Sarah Cho and Assistant to the Administrator and Communications Manager Krista Hintz.

**3. APPROVAL OF THE AGENDA**

*Motion by Councilmember Shepro, Second by Councilmember Metz to approve the agenda.*  
Motion carried unanimously.

**4. CITIZEN COMMENTS**

The city received one request for verbal comment.

Kathy Orni, Edwards Development Group, DR Horton  
11241 Slater Ave Kirkland, WA  
Topic – Kottsick Annexation

**5. STAFF / DEPARTMENT REPORTS**

Mayor Roberts introduced incoming Police Chief Jason Toner. Chief Toner officially begins his new role June 1, 2022.

**6. COMMITTEE REPORTS**

- a. Community Development Committee Minutes – May 5, 2022
- b. Finance Committee Meeting Minutes – May 16, 2022
- c. Parks and Trails Advisory Committee Minutes – April 18, 2022
- d. Public Works/Parks Committee Minutes – May 2, 2022

## 7. CONSENT AGENDA

- a. Approve Vouchers and Payroll Checks
- b. Approve May 12, 2022, City Council Regular Meeting Minutes
- c. Approve May 12, 2022, City Council Special Workshop Meeting Minutes

*Motion by Councilmember Metz, Second by Councilmember Robb to approve the consent agenda, items A thru C. Motion carried unanimously*

## 8. UNFINISHED BUSINESS

- a. Second Reading, Ordinance 1504 - Kottsick Annexation

The first reading of Ordinance 1504-Kottsick Annexation on May 12, 2022, brought many questions regarding traffic, pace of development and what constitutes a benefit to the city. Community Development Director Patricia Love presented the second reading addressing these questions.

### Preservation of Farmland:

With the adoption of the Growth Management Act, cities and counties worked together to adopt local comprehensive plans that managed growth within their jurisdictional boundaries and adopted urban growth boundaries that determined where future growth would go. The urban growth boundary is the line that denotes the separation of urban development from rural development, thereby protecting Washington's farmlands from uncontrolled growth.

The City of Stanwood is growing per its adopted plan, not uncontrolled sprawl. The City's first GMA compliant Comprehensive Plan, adopted in 1995, shows that the Kottsick property and the surrounding Copper Station properties were all included in the Urban Growth Area. The Kottsick property is also one of the few remaining properties that hasn't yet been annexed into the City.

The Kottsick property owners have had the land use right to annex into the City and develop at the predetermined zoning since 1995.

### Pace of Development:

Cities adopt Comprehensive Plan and Zoning regulations that control the type and density of future development. The pace of development is determined by market forces and property owner decisions. The City does not determine when properties are developed, only that when they are submitted for development, that they meet adopted standards. The 2015-2035 Comprehensive Plan sets the growth targets. The Kottsick annexation is consistent with the city's growth targets. Delaying the growth will require the city's growth to catch up later.

If the City does not adopt its comprehensive plan and zoning densities consistent with the regional and county-wide planning policies, the City can be found in non-compliance with the Growth Management Act and lose out on funding, and grants for our roads and parks, until our plans are found to be in compliance with regional growth strategies and targets

### Traffic:

Traffic impacts are measured by Level of Service (LOS) standards. LOS is a measurement of delay measured in seconds. There are six Levels of Service tiers, and if a development creates an impact that makes the street LOS drop below its adopted level of service, the development must either mitigate their impacts on the street network to bring the LOS up to adopted standards or the project can be denied.

The adopted 2015-2035 Transportation Plan identifies 80th Avenue operating at LOS A standard under the existing Comprehensive Plan and zoning designations. The annexation will result in a development that meets or exceeds the city adopted LOS standard.

Sewer Capacity:

Three levels of evaluation were required for the Kottsick Annexation: Copper Station Lift Station Capacity, Main Lift Station Capacity, and Wastewater Plant Capacity and Water Quality Determination. The analysis showed that the City has capacity to serve the annexation with the applicant constructing some off-site gravity flow improvements. The analysis was prepared based on a 136-unit subdivision; the actual subdivision is 127 units.

This year, being one of the wettest winter and spring in recent history, for the last 6 months (rainy season) the plant was at roughly 48% flow, 46% BOD and 34% TSS capacity. The wastewater plant has sufficient capacity to handle the Kottsick annexation's future development.

Public Safety:

Police and Fire both have the capacity to provide services should the annexation be approved.

School Capacity:

There are three elementary schools in the area, the district is looking at capacity at one school while acknowledging the other two do have available capacity.

Benefits to the City:

- a) Development of the property will expand the City's Street grid network as planned to promote traffic circulation and emergency access.
- b) 80th Avenue along the property will be improved with curb, gutters, landscaping and sidewalks.
- c) Development will be subject to park and traffic impact fees to help finance projects on the City's Capital Improvement Plan.
- d) The Development will install 2,210 linear feet of off-site gravity sewer main at their sole expense.
- e) The Development will pay sewer and water plant investment fees.
- f) New property owners will pay their fair share of property taxes and monthly water, sewer, and drainage fees which spreads the cost of maintenance and future improvements over more people thereby reducing the burden on existing residents.
- g) New residents will also support Stanwood businesses by buying local.

If the Council chooses to deny the annexation, Snohomish County may choose to develop the land. Approving the annexation will allow the city to have control over the development standards, potentially avoiding double the density that the county is allowed. The city will also be able to set the road standards for the development, collect park impact fees and property taxes.

*Motion by Councilmember Shepro, second by Councilmember Gaumond to approve the second reading of Ordinance 1504 as set forth in Attachment A and Schedule the third and final reading of the Ordinance on June 9, 2022. A Roll Call Vote was taken, motion carried unanimously.*

**9. NEW BUSINESS**

- a. Appointment of Economic Development Board Member Ashley Palmer

Economic Development and Marketing Manager Sarah Cho asked Council to consider the mayor's appointment of Ashley Palmer, owner of Flora & Fauna to the Economic Development Board to fill a current vacancy.

*Motion by Councilmember Robb, Second by Councilmember Shepro to Appoint Ashley Palmer to the Stanwood Economic Development Board, a one-year term expiring December 31, 2022,*

Motion carried unanimously.

b. First Reading Ordinance 1505 2021-2022 Budget Amendment Three

Finance Director David Hammond asked Council to consider Ordinance 1505: 2021-2022 Budget Amendment Three. The recommended changes include minor revisions to revenue estimates, recently authorized projects, changes in timing of capital projects, miscellaneous transfers and corrections, and new requests to include:

- \$65,000 Two new Public Works light-medium duty pickups.
- \$50,000 Utility Rate Study, supporting Water & Sewer Plan updates.
- SCADA Information Security Program remediation.
- \$60,000 Consolidated Asphalt Repair Contract
- \$55,000 Twin City Mile Land Survey

*Motion by Councilmember Robb, Second by Councilmember Gaumond to Approve the First Reading of Ordinance 1505, Amending the 2021-2022 budget as presented.*

A Roll Call Vote was taken; motion carried unanimously.

c. Discuss Six-year Transportation Plan

Public Works Director Kevin Hushagen addressed the Council for a discussion on the Six-year Transportation Improvement Plan. The TIP has been brought before the Public Works Committee three times; Councilmember Robb has twice asked the Council to review the Transportation Improvement Plan, Community Development Director Patricia Love has addressed 80<sup>th</sup> Ave NW.

One note: S-2 Project, the plan states adding sidewalks to the southside of 273<sup>rd</sup> PL NW, this should say "northside", the correction will be made before the next meeting.

Councilmember Shepro asked about Main Street Beautification spending, City money versus grant money. Community Development Director Patricia Love spoke to this. The overall Main Street Beautification project has been broken down into smaller projects. The design for the Twin City Mile will be completed, the Camano Street intersection currently bypasses the brick road, this may be reconfigured. Staff is looking at 92<sup>nd</sup> Ave NW and 271<sup>st</sup> St NW to make the intersection more pedestrian friendly and functional. The project will go before committee and then to Council. There is the possibility of some of the money coming from grants, Impact fees, and the TBD (Transportation Benefit District).

Councilmember Shepro asked about traffic calming devices, possible flashing lights to indicate limited sight distance on 80<sup>th</sup> Ave NW. Public Works Director Kevin Hushagen stated it may be possible to add the flashing sign and stated the installation of planned roundabouts on that road will help to slow people down.

d. Authorize Mayor to Sign Contract with Taylor Excavators for SR532 Drainage Berm Project

Public Works Director Kevin Hushagen asked Council to authorize Mayor Roberts to sign a contract with Taylor's Excavators for the SR532 Drainage Berm Project. This is a continuation of IS4, Irvine Slough Phase 4, the project is located on SR 532 at Jimmy's Pizza/The Cookie Mill. The plan is to complete the work during the night to minimize impact to traffic. A full closure with detour will provide the quickest competition. A traffic control plan has been submitted to WSDOT; projected start date is July 5, 2022.

*Motion by Councilmember Metz, Second by Councilmember Gaumond to Authorize the Mayor to sign a contract with Taylor's excavators, Inc. for the SR-532 Drainage Berm Project in the amount not to exceed \$1,324,317.06 and a contingency in the amount of \$132,431.71.*

A Roll Call Vote was taken, motion carried unanimously.

e. Authorize Mayor to Sign Contract with Transblue for Asphalt Repair Project

Public Works Director Kevin Hushagen asked Council to authorize Mayor Roberts to sign a contract with TransBlue for the Asphalt Repair Project. There are several places in town that need asphalt repair.

*Motion by Councilmember Gaumond, Second by Councilmember Robb to Authorize Mayor Roberts to sign a contract with TransBlue for the Asphalt Repair Project in the amount not to exceed \$60,747.12.*

A Roll Call Vote was taken, motion carried unanimously.

f. Adopt Resolution 2022-09 Updating the Non-Represented Employee Salary Schedule

Human Resources Manager Pat Adams presented Resolution 2022-09, updating the Non-Represented Employee Salary Schedule to reclassify and upgrade the Senior Planner to the position of Parks Planning Manager, and the Engineering Technician to Associate Engineer.

Reclassifying the Senior Planner to the Parks Planning Manager is one of the first steps in a three-phase process to implementing a dedicated Parks & Recreation Department. The creation of a dedicated Parks Team allows for a more unified approach to park services. The reclassification fiscal impact for the remainder of 2022 is a 2.76% salary increase, \$1,024.00.

Reclassifying the Engineering Technician to Associate Engineer. Over the past year it has become apparent that there is a need for the services of a full-time professional engineer. Alan Lytton has been performing these duties since the promotion of Shawn Smith to City Administrator. The fiscal impact for the remainder of the year is \$17,184.00.

*Motion by Councilmember Metz, Second by Councilmember Shepro to adopt Resolution 2022-09 updating the Non-represented Employee Salary Schedule to include the new classifications of Parks Planning Manager and Associate Engineer as presented.*

A Roll Call Vote was taken motion carried unanimously.

**9. CITIZEN CLOSING COMMENTS**

None

**10. REPORTS OF OFFICERS AND COMMITTEES**

a. Mayor's Report

- Our hearts and prayers and thoughts go out to Uvalde, Texas
- Mayor Roberts and Councilmembers Gaumond and Bergman attended Snohomish County Cities event in Everett for a discussion on ARPA funding
- Shout out to Public Works for their maintenance efforts to keep Stanwood looking good
- The Mayor's Newsletter will return
- Walks with the Mayor takes place the first Friday of the month
- Snohomish County Public Safety Town Hall Meeting in Marysville June 8<sup>th</sup>
- Snohomish County ARPA Fund meeting in Arlington, June 23<sup>rd</sup>

b. City Administrator's report

- Monday is Memorial Day, offices will be closed
- Farmers Market starts June 3<sup>rd</sup>, Fridays 2-6pm

- Church Creek Park will be closed for repairs May 30- mid July
- The Idlers Car show is June 26<sup>th</sup>

c. Councilmember Reports and Questions

- Councilmember Schmitt  
Flags are on display along Main Street as a reminder of the holiday's meaning  
The city has a call for photography out, it is easy to snap a photo and send it in
- Councilmember Bergman  
The Pickers Market was a huge success  
Have a safe Memorial Weekend
- Councilmember Shepro  
Welcome Back to our visitors  
Receiving a lot of email from residents and ask Council to take the emails seriously and respond as able
- Councilmember Robb  
Welcome aboard to Chief Toner
- Councilmember Metz  
Excited for the return of the Fair and Car Show
- Councilmember Gaumont  
Welcome Jason Toner as our new Police Chief  
Excited for a three-day weekend.

**11. ADJOURN**

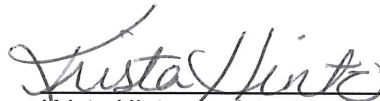
The meeting was adjourned at 8:43 p.m.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Krista Hintz, Assistant to the Administrator