

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, May 27, 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: Public Works Director Kevin Hushagen, 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. Stanwood Sno-Isle Library District Update – Charles Pratt

Stanwood Library Managing Librarian, Charlie Pratt provided an update for the Sno-Isle Library District.

5. Citizen Comments

The City did not receive written comments and one citizen 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.

The City received one request for verbal comment-

Tim Schmidt - 26910 92nd Ave NW – Topic: General Comment

6. Staff Reports

- a. Police Compstat Report – April 2021

7. Committee Reports

Stanwood City Council Meeting Minutes – May 27, 2021

- a. Economic Development Board Meeting Minutes - April 16, 2021
- b. Parks and Trails Advisory Committee Meeting Minutes - April 19, 2021
- c. Public Works Committee Meeting Minutes – March 1, 2021, April 5, 2021 and May 3, 2021

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve May 13, 2021 Regular City Council Meeting Minutes
- c. Approve May 13, 2021 Special Workshop Meeting Minutes

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

Motion carried unanimously.

9. Old Business

- a. Discussion – Proposed Six-Year Transportation Improvement Plan 2022-2027 Updates

Public Works Director, Kevin Hushagen presented this item for consideration of the proposed Six-Year Transportation Improvement Plan 2022 through 2027 (TIP). A Public Hearing is proposed for June 10, 2021 as required by RCW 35.77.010 to adopt a six-year traffic improvement plan.

The Public Works Committee reviewed and discussed the Six-Year Transportation Improvement Plan on April 5 and May 3, 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. Full Council reviewed the TIP at the council meeting on May 13, 2021 and sent back to staff to update project R1 and R2 descriptions and recommended that the TIP be brought back to full Council for a second review at this meeting.

Council discussed the proposed item.

Motion by Councilmember Roberts, Second by Councilmember Johnson to set a public hearing on June 10, 2021 and prepare the recommended six-year tip 2022 - 2027 for adoption by resolution.

Motion carried unanimously.

10. New Business

- a. Authorize the Mayor to sign the Heritage Park Project Contact Change Order

Stanwood City Council Meeting Minutes – May 27, 2021

Public Works Director, Kevin Hushagen presented this item for consideration of a change order for additional infield mix to provide more longevity and ease of maintenance.

As the fields were getting final grading, it became clear that the depth of the infield mix was insufficient for ease of maintenance and useful life. The plans called out for 0.10 foot of depth. The request from the maintenance staff is to up this to 4 inches, as well as additional material stockpiled for future maintenance. The attached change order quote is for \$100,000 for 4 additional inches of material. Maintenance would like to see 3 inches added to the fields and the rest stockpiled.

Staff recommends approving the Infield Mix Change Order. Due to the timing constraints, this has not been to Public Works Committee as the full city council has deliberated on the project and contract award previously.

Council discussed the proposal.

Motion by Councilmember Johnson, Second by Councilmember Pearce to authorize the Mayor to sign a Change Order with Tayex for the Heritage Park additional infield mix, not to exceed \$109,200.

Motion carried unanimously.

b. Motion carried unanimously. Authorize the Mayor to Sign an On-Call Task Order with Blueline Group LLC Planning for Professional Planning Support Services

Community Development Director, Patricia Love presented a request to authorize the Mayor to sign a Task Order with Blueline Group for on call planning and permit review support services. The City's Senior Planner resigned in mid-May leaving a gap in staffing coverage to perform necessary permit plan review and long-range planning work. A significant portion of the Senior Planner's work in the Community Development Department includes reviewing land use permit applications for compliance with city codes and regulations followed, preparing amendments to the zoning code, and supporting the Planning Commission. Due to the size of our city we do not have the expertise or capacity to cover unexpected changes in workload when an employee leaves the City. As a result, the city relies on consultants to cover this work when needed. With recent staffing turnover in the Community Development Department, there is a need to utilize the City's on call planning contract with Blueline Group to provide planning and permit review services. To ensure continuation of planning services to the community, staff recommends approval of the Task Order. Due to the timing of the vacancy and the need to begin working with the consultant under the on-call contract, this Task Order was not reviewed by Council Committees.

Council commented and discussed the request.

Motion by Councilmember Robb, Second by Councilmember Johnson to authorize the Mayor to sign a Task Order with Blueline Group for professional planning services not to exceed \$50,000 for the purpose of providing on planning and permit review services to the City.

Motion carried unanimously.

Stanwood City Council Meeting Minutes – May 27, 2021

c. Stanwood Chamber PSA for Event Management

City Administrator, Jennifer Ferguson presented this agenda item is for Council consideration of and approval of a proposed professional services agreement with the Stanwood Chamber of Commerce to provide event management services for the City/Discover Stanwood Camano special event: Summer Concert Series.

The Stanwood Chamber has proposed an event management fee of \$10,000 to be paid in advance. With approximately \$6,800 earmarked currently, the budget would need to be amended an increase of \$3,200 for entering into the agreement with the Chamber for the 2021 special event.

Councilmember Williams recused herself from the voting as she is the Chamber President.

Motion by Councilmember Johnson, Second by Councilmember Roberts to authorize the Mayor to execute the Professional Services Agreement with the Stanwood Chamber of Commerce for management of the special event: Summer Concerts Series and direct staff to add \$3,200 to the upcoming mid-period budget amendment.

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 thanked everyone for recommending citizens for the Planning Commission. The City has received two applications, and she is hopeful to make a decision and present to the group at the next meeting. There will be a Memorial Day Ceremony at Anderson Cemetery at 11:00 and also another event at the Floyd held by the Historical Society. More details are available on the American Legion Facebook page.

b. City Administrator's Report-

Jennifer Ferguson noted that the event information can also be located at the Discover Stanwood Camano webpage.

We appreciate the flower baskets that are hung around town. They look very nice. The School was not able to provide them this year but did do the starts and another local group took them on. The Snohomish County Broadband Action Team met this week. It is hopeful that the projects can start soon. Ferguson still wants to encourage citizens to take the broadband survey on the City website. It helps promote Stanwood and the work and funding needed.

Director Soundbites-

Police Chief Martin shared that the Police Department has a new Intern named Sidney Davis. She will be going on ride-along's with other Officers as well as helping to man the front counter.

Stanwood City Council Meeting Minutes – May 27, 2021

Public Works Director, Kevin Hushagen said that the Berm has been planted. The crew has been working on keeping the plants watered so that they can get established. The project on Pioneer Highway is taking a little longer than planned, but they are planning to pave soon. Things are looking good.

Patricia Love, Community Development Director shared that the City received the grant for the SR 532 evaluation of the bypass road. WSDOT will be involved in the proposal. The process will include presentations for citizens as well as surveys and open houses.

Fire Chief Cermak let the group know that Arlington has officially joined the NCRFA. The construction project for the Training Center on Old 99 and 300th is out for bid. The project should be done January 2022.

Ferguson reminded the group to Save the Date of June 25 for the Berm Trail Dedication and Legislature tour regarding the future of transportation. Also make sure to visit the Farmers Market the first Friday of June.

c. Councilmember Reports and Questions-

Councilmember Johnson asked what is the status of the studies at the Stanwood Commons building? What is the timeline for receiving the study?

Patricia Love commented that the consultants visited yesterday. More testing is going to be taking place. It will be presented at the next Council Quarterly Workshop.

Councilmember Johnson asked about the status of the traffic study at the other possible City Hall site. Love noted that this study is complete and is being reviewed by staff. The consultants will be providing the pros and cons for both sites at the workshop.

Councilmember Roberts is excited that he has a new place to go walking. The new development is really turning out nice. He had a great conversation with the contractor while he was out walking. The contractor was singing the praises of the Stanwood Permitting group and especially Shawn Smith.

City Attorney, Brett Vinson wanted to remind everyone that it is not allowed to use public facilities or the public platform to campaign or support a specific ballot measure. This includes speaking during a City Council Meeting. There is a process to follow if the council wants to support a ballot measure.

13. Adjourn

The meeting was adjourned at 8:10 pm.

CITY OF STANWOOD

Elizabeth Callaghan
Elizabeth Callaghan (Jun 10, 2021 19:46 PDT)

Elizabeth Callaghan, Mayor

ATTEST:

Sara Robinson

Sara Robinson, City Clerk