

**CITY OF STANWOOD**  
Regular Meeting of the City Council  
Thursday, May 28, 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, Interim Finance Director Wendy Dowhower, 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 White, second by Councilmember Williams, to approve the agenda as amended. Motion carried unanimously.*

**4. Presentation**

- a. Proclamation –  
Stanwood High School and Lincoln Hill High School Class of 2020

Mayor Kelley read a Proclamation proclaiming the month of June 2020 to be the Class of 2020 Appreciation Month.

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

**6. Staff Reports**

- a. Police Compstat Report – April 2020

**7. Committee Reports**

- a. Planning Commission Meeting Minutes - April 27, 2020

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### 8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve May 14, 2020 Council Special Meeting Workshop Meeting Minutes
- c. Approve May 14, 2020 City Council Meeting Minutes
- d. Authorize the Mayor to Sign the Stanwood Port Susan Trail RCO Grant Agreement
- e. Authorize the Mayor to Sign a Contract to Purchase New Playground Equipment for Church Creek Park

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

### 9. New Business

- a. First Reading, Second Reading and Final Adoption of Ordinance 1485 - Affordable Housing Sales Tax Code Amendment –
  - a. Resolution 2020-04 Approving Sole Source Use and Community Resource Center Contract

Community Development Director, Patricia Love presented Ordinance 1485 which creates a new chapter in the Stanwood Municipal Code chapter 3.50, Sales and Use Tax for Affordable Housing, Resolution 2020-04 and implementing a contract with the Community Resource Center.

The City is proposing to use the funds for rental assistance to support Stanwood residents. Staff is proposing to enter into a contract agreement with the Stanwood Community Resource Center for the management and allocation of the funds. The initial term of the proposed contract will cover a five year period through December 31, 2025. Adoption of the Ordinance is consistent with the City's Comprehensive Plan as it provides a source of long term (20 years) revenue to support families in Stanwood with their housing needs.

The Association of Washington Cities has estimated that Stanwood is expected to receive approximately \$13,000 per year.

The Community Development Committee reviewed the proposal at their February 27 special meeting and recommend Council approval.

*Motion by Councilmember Johnson, second by Councilmember Shepro to approve the first and second reading and final adoption of Ordinance 1485, as set forth in Attachment A, Creating a new chapter of the Stanwood Municipal Code, chapter 3.50-Sales and Use Tax for Affordable Housing . Motion carried unanimously.*

*Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign Resolution 2020-04, as set forth in attachment B, declaring that the contract*

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*with the Community Resource Center of Stanwood Camano meets the Criteria for a Sole Source Contract. Motion carried unanimously.*

*Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign the contract as set forth in attachment C, for rental assistance service with the Community Resource Center of Stanwood Camano for a period of five years. Motion carried unanimously.*

### b. First and Second Reading and Final Adoption of Ordinance 1486 Floodplain Regulations

Community Development Director, Patricia Love presented Ordinance 1486, Floodplain Regulations Code Amendment update. Snohomish County cities and counties must update their Floodplain Regulations by June 19, 2020. The city's floodplain regulations were adopted as part of its critical area regulations - Stanwood Municipal Code 17.120, Critical Areas-Flood Hazard Areas. The proposed floodplain code amendments are mandatory to maintain our participation in the National Flood Insurance Program.

The City of Stanwood is impacted by periodic flooding resulting from large storm events combined with high tides. All of west Stanwood lies in the 100-year floodplain.

*Motion by Councilmember Johnson, second by Councilmember Williams to authorize the Mayor to sign Ordinance 1486, Floodplain Regulations Code Amendment and the Associated Findings of Fact and Conclusions as recommended by the Stanwood Planning Commission. Motion carried unanimously.*

### c. CARES Act Funding – Authorize the Mayor to Sign the CRF Grant Agreement

City Administrator, Jennifer Ferguson presented the request to authorize the mayor to execute a contract with the Washington State Department of Commerce (DOC) for distribution of the Coronavirus Relief Funds (CRF) awarded to the City of Stanwood in the amount of \$210,600. The funds may only be used for costs incurred by the City in response to the COVID-19 public health emergency until October 31, 2020. The funds cannot be used to replace lost revenues and cannot be a part of the current budget.

The City has an opportunity to invest in the recovery of our local economy and support the community and proposes that the funds are used as follows:

- Stanwood Business Recovery Grant Program-\$170,600  
This program will provide grants to eligible Stanwood businesses needing assistance with commercial rents, operating expenses (especially marketing) and inventory or capital costs. The program will include a technical assistance component where the business owner will be required to attend business and financial workshops, which will also be paid for through CRF grant proceeds.

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- **City Technology and Equipment Investments-\$10,000**  
While the City contracts with Snohomish County for IT Services, we have additional costs associated with computer hardware needs to include updated laptops, docking stations, monitors, headsets and other equipment that will be useful for continuing with telecommuting for eligible employees. Funds may also be needed to enhance our ability to host meeting virtually and a better experience for the public to be involved.
- **Park Sanitization Equipment-\$10,000**  
To provide efficiencies to our city maintenance teams who maintain park restrooms, playground equipment and other park facilities, staff is recommending an investment in equipment and equipment components that will sanitize and clean areas where the public gathers.
- **Direct distribution to the Stanwood-Camano Resource Center-\$10,000**  
Funds will be provided to the Resource Center to use for households in need of assistance with utilities and housing costs.
- **Direct distribution to the Stanwood Community Senior Center-\$10,000**  
Funds will be provided to the Senior Center to use for seniors in need of assistance with meals and transportation.

*Motion by Councilmember Johnson, second by Councilmember Roberts to authorize the Mayor to execute the Grant Contract with the Department of Commerce to receive and disburse the Coronavirus Relief Funds that will invest in the Stanwood local economy by implementing a Stanwood Business Recovery Program; Invest in technology and equipment and provide a direct allocation to local non-profits.*

*Councilmember Johnson-Yes, Councilmember White-Yes, Councilmember Callaghan-Yes, Councilmember Pearce-Yes, Councilmember Shepro-Abstain, Councilmember Roberts-Yes, Councilmember Williams- Yes. Motion carried 6-1.*

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

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

#### **a. Mayor's Report –**

Mayor Kelley reported that the local Mayors have been putting together a letter to Governor Inslee to propose that Snohomish County that to Phase 2 of the reopening plan. Our numbers are all below the requirements. We are doing everything that we can and sometimes thing do move fast. The Port Susan Farmers Market in Stanwood is opening next weekend. Mayor hopes that everyone will come out and support our community.

#### **b. City Administrator's Report-**

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Jennifer Ferguson shared that she and Mayor Kelley have been taking a lot of calls about moving to Phase 2 of the reopening plan especially since Island County was allowed to move ahead.

She would like to remind everyone to check the City website for COVID-19 updates and Discover Stanwood Camano website for upcoming events such as Summer Concerts. We are working to bring back joy to the community.

### c. Councilmember Reports and Questions

Councilmember Pearce wanted to apologize for missing the Safety Committee Meeting. He will plan to be at the next one.

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

Chief John Cermak noted that the Stillaguamish Indian Tribe donated \$300,000 to develop the Public Safety Training Center. In addition, \$300,000 was donated to the Stanwood Foodbank. We really have super partners out there! Thank you!

Councilmember Roberts shared that he was recently in Tennessee visiting family. That state is now open at about 75% and it seems to be going well. People there are sanitizing, wearing masks etc. Our numbers are doing a lot better in Washington. Thank you to the Mayor and group for really trying to get people back to work. It is very unfortunate that some Stanwood businesses will not be able to recover and won't be opening when we move forward.

### **12. Adjourn to Executive Session- Discuss Potential or Pending Litigation, RCW 42.30.110 (1)(i)**

Mayor Kelley adjourned the meeting at 8:00 p.m.

CITY OF STANWOOD

  
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Leonard Kelley, Mayor

ATTEST:

  
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Sara Robinson, Deputy Clerk