

**CITY OF STANWOOD**  
Regular Meeting of the City Council  
Thursday, June 11, 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 Roberts, to approve the agenda as amended. Motion carried unanimously.*

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

**5. Committee Reports**

- a. Finance Committee Meeting Minutes – May 28, 2020
- b. Public Works Committee Minutes – June 1, 2020

**6. Consent Agenda**

- a. Approve Vouchers and Payroll Checks
- b. Approve May 28, 2020 City Council Meeting Minutes

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

**7. Old Business**

## Stanwood City Council Meeting Minutes – June 11, 2020

- a. Authorize the Public Works Director to Approve the 90th Avenue NW/Viking Way Improvement Project Change Orders

Assistant Public Works Director/City Engineer Shawn Smith presented the request to authorize the Public Works Director to approve the 90<sup>th</sup> Avenue NW / Viking Way improvement project change orders.

Change order one is due to material that was called out in the roadway section specifications. The existing ground is very poor and subject to failure. It was recommended by the city's geotechnical engineer, HWA Geosciences, Inc., to use a permeable ballast as well as change the top course to a base course which is bigger and better for this construction. This area, being in the floodplain is difficult to build roads and other structures in. This change to the material used will improve and increase the useful life of the roadway.

Change order two is due to delays. The historic use of this property was a private parking lot where utilities including water, sewer, storm, cable, power and gas were constructed. These utilities needed to be re-routed or disconnected. This created a total of five days of delay for the contractor.

The total for change order 1 is \$65,567 and change order 2 is \$40,000. The total project construction bid is 2,407,661.86. After change orders, the revised contract amount will be \$2,513,228.86. The budgeted amount for construction, based on the engineer's estimate of \$2,996,772. The Change Orders do not require a budget amendment.

The Public Works Committee has reviewed this request and recommends council approval.

*Motion by Councilmember White, second by Councilmember Williams to authorize the Public Works Director to approve the 90<sup>th</sup> Avenue NW / Viking Way Improvement Project Change Order one and Change Order two. Motion carried unanimously.*

### **8. New Business**

- a. Six Year Transportation Improvement Plan 2021-2026
  - a. Open Required Public Hearing
  - b. Approval of Resolution 2020-07 City of Stanwood Six-year TIP

Assistant Public Works Director/City Engineer Shawn Smith presented the Six Year Transportation Improvement Plan (TIP) for 2021 – 2026. The City of Stanwood is required to prepare and adopt a transportation improvement plan by July of each year for the next six calendar years. The TIP is required to be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

As of this date no public comments have been received via email.

The Mayor opened the public hearing for public comment.

There being no public comment, the Mayor closed the public hearing.

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*Motion by Councilmember White, second by Councilmember Johnson to adopt Resolution 2020-07 the City of Stanwood's Six-Year Transportation Improvement Plan 2021-2026. Motion carried unanimously.*

### b. Adopt Resolution 2020-08 Non-Represented Employee Staffing Plan

City Administrator, Jennifer Ferguson presented the request for adoption of Resolution 2020-08 non-represented employee staffing plan.

In 2019, the City contracted with FCS Group to conduct an organizational assessment and long-term staffing plan that will help the city achieve strategic goals and deliver levels of service that the community desires. The proposed long-term staffing plan identifies the full list of positions that may be implemented over time and also identifies which positions are active or inactive. The FCS study was concurrent with the Community Survey conducted in late 2019 that identified key priorities and initiatives that the community desired.

The following are proposed non-represented staffing changes in Resolution 2020-08:

Assistant to the Administrator/ Communications Specialist – This position requires further internal review. Staff expects to provide an updated staffing schedule for Council consideration at the June 25, 2020 regular meeting.

Finance Director - The position was planned to remain inactive until the 2021-2022 biennial budget development; however, salary and benefit budgets still allow for this position to be filled within the next six (6) months.

Economic Development & Marketing Manager -

The position was planned to remain inactive until the 2021-2022 biennial budget development; however, salary and benefit budgets still allow for this position to be filled within the next six (6) months. After the preparation of the original staff report, the City was notified that our professional services provider for publishing was unable to continue and our visitor guide magazine needs a priority focus. This along with key initiatives within our business retention program are necessary. Further, with the long-term impacts of COVID 19, our need to focus and invest in our local economic recovery is vital. The CARES Act CRF funding allows for administrative expenditures to support community recovery and may be utilized to seed this position funding prior to the next biennial cycle

The new staffing plan "matrix" provides for flexibility to activate or inactivate positions as a one strategy for delivering the expected, enhanced levels of service. The staffing plan and salary schedule resolution for non-represented employees is the first step to incorporating the new organizational structure and modifications of our staffing resources.

*Motion by Councilmember White, second by Councilmember Johnson to approve the revised Resolution 2020-08 revising the Stanwood organizational structure and long term staffing plan and updating the non-represented employee salary schedule effective June 11, 2020. Motion carried unanimously.*

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- c. Authorize the Mayor to sign a task order with The Blueline Group LLC to provide plans, specifications and estimates for the 101<sup>st</sup> Avenue NW reconstruction project

Assistant Public Works Director/City Engineer, Shawn Smith presented the request to authorize the Mayor to sign a task order with Blueline Group LLC to provide plans, specification, and estimates for the 101<sup>st</sup> Avenue NW reconstruction project. This project is planned to reconstruct 101<sup>st</sup> Ave. NW from a narrow, 2-lane road with gravel shoulders, intermittent sidewalks and a substandard drainage system, to a current standard city road with curb, gutter, sidewalks and drainage system.

In the wet months of each year, 101<sup>st</sup> Ave. NW and many adjacent properties have significant standing water and other related water issues. There are only sporadic sidewalk sections, so pedestrians need to walk in the roadway, including Stanwood Elementary students. This project will reconstruct the road to provide sidewalks on both sides and improve the drainage system for the connecting properties. 101<sup>st</sup> Ave. NW also serves as a potential future connection to Heritage Park from the west side of the newly acquired property to expand the park.

This project also contains a new walkway along 273<sup>rd</sup> Pl. NW to allow the many children that walk from Josephine's Childcare facility to Stanwood Elementary.

This project is for PS&E, however, grant funding will be sought throughout this process. The contract amount is not to exceed \$309,980. There is \$250,000 budgeted in the drainage fund. The street capital improvement fund includes \$250,000 for a project that will not be completed this year. A budget amendment will be required.

*Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign a Task Order with the Blueline Group LLC for the 101<sup>st</sup> Avenue NW reconstruction project and to include a transfer out from the street construction fund to the drainage construction fund in the next budget amendment for 2020.*

*Motion carried unanimously.*

- d. Authorize the Mayor to approve the SR 532 Flood Berm/Stanwood Port Susan Trail-Phase 1 Change Order for Fencing and Hand Rail

Assistant Public Works Director/City Engineer, Shawn Smith presented the request to authorize the Mayor to approve the SR 532 Flood Berm / Stanwood Port Susan Trail Phase-I change order to replace the link fence with a decorative fencing and hand rail system.

The project was designed and bid with a black, four foot chain link fence for pedestrian protection. This project is the first phase of a much larger Stanwood-Port Susan Trail project. It will also be the most visible section, since it is directly adjacent to SR 532.

Discussion regarding the aesthetics of chain link fencing along the city's trail system, prompted staff to request a quote from the contractor for decorative fencing and hand rail. The quote is for an additional \$88,716 over the cost of the chain link fencing.

The Stanwood Port Susan Trail will extend around the Wastewater Treatment Plant, to Hamilton Park, then to Ovenell Park, and then around to Heritage Park, creating a loop trail around town.

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*Motion by Councilmember Johnson, second by Councilmember Roberts to authorize the mayor to approve a change order with Faber Construction, not to exceed \$88,716.*

*Councilmember Johnson-Yes, Councilmember White-Yes, Councilmember Callaghan-Yes, Councilmember Pearce-Yes, Councilmember Shepro-No, 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 Kelly has been busy taking a lot of calls, mostly regarding the protests. Protests have been happening all over the county, the City of Darrington even had a large peaceful protest. He wanted to let everyone know that there a peaceful march planned for tomorrow night at 6:00pm for the City of Stanwood. Mayor will be there and would like to encourage people to attend. He asked that citizens do their best to support the local businesses. This will include doing your part to help our county move into Phase 3 by wearing face masks. Doing so will help stop the spread of the virus and will promote a feeling of safety in our community.

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

City Administrator, Jennifer Ferguson explained that the City is in the process of moving forward with the Business Grant program with the funds from the COVID-19 dollars. The information on how to apply will be on the City website. Applications will be received through June 23. The City wants to help support the businesses with a "Safe Start" marketing campaign. This will let customers know that the businesses are open and that they are safe. It will also help businesses with finding PPE, provide guidance for compliance upon opening and long term assistance to help their customers feel safe. Staff has been working to get the public facilities ready including City Hall. Government offices are in Phase 3. We are hopeful that we can move to that soon. The restrooms at Heritage Park have been opened. Public Works staff have been cleaning and ensuring safety of these facilities. New flower baskets have been hung around town as a part of the City Beautification project. These are courtesy of the High School Horticulture program and local volunteers. The City's Public Works crews have been watering them and they are really taking off. Thank you to everyone that has participated in this project.

#### **c. Councilmember Reports and Questions**

Councilmember White commented that she noticed the flower baskets and really appreciates seeing them around town. It's great that the school was able to participate in this project.

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Councilmember Roberts wanted to thank the City Admin for opening the restroom at Heritage Park. He would also like to mention that his heart truly goes out for everyone impacted by social injustice. The Police are servants and peace keepers. Roberts is grateful for them as well as all City Staff.

Councilmember Williams wanted to extend her condolences for the loss of the firefighter. It has been a very tough time for the Fire Department. The Fire Authority has really been wonderful and has rallied around the family for support.

### 12. Adjourn

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