

**CITY OF STANWOOD**  
Regular Meeting of the City Council  
Thursday, July 09, 2020 – 7:00 p.m.  
Zoom Online Meeting & Telephone  
**MINUTES**

**1. Call to Order**

Mayor Pro-Tem Dianne White called the meeting to order at 7:01 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, Fire Chief John Cermak, City Administrator Jennifer Ferguson, Administrative Assistant Krista Hintz and Deputy Clerk Sara Robinson.

*Motion by Councilmember Johnson, Second by Councilmember Pearce to excuse Councilmember Williams. Motion carried unanimously.*

***Councilmember Williams joined the meeting at approximately 7:10 pm.***

**3. Approval of the Agenda**

*Motion by Councilmember/Pro-Tem White second by Councilmember Johnson to amend the agenda by adding an item to New Business as 8b Discuss the Mayoral Vacancy. Motion carried unanimously.*

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

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

**5. Staff Reports**

- a. Police Compstat Report- June 2020

**6. Committee Reports**

- a. Public Safety Committee Meeting Minutes – June 25, 2020
- b. Planning Commission Meeting Minutes – June 08, 2020
- c. Economic Development Board Meeting Minutes – April 17, 2020

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### d. Economic Development Board Meeting Minutes – May 25, 2020

Councilmember Shepro inquired about the Public Safety Committee Meeting Minutes. Should the citizens that were in attendance be listed on in the minutes?

City Administrator, Jennifer Ferguson noted that while it is not normal protocol it is up to the Committee Chair if that information is documented. At this time the City is exempt under the open public meeting act due to the Governor's proclamation.

## 7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve June 25, 2020 City Council Meeting Minutes

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

## 8. New Business

- a. Discover Stanwood Camano – Safe Shop Campaign

City Administrator, Jennifer Ferguson provided an overview of the Discover Stanwood Camano – Shop Safe Campaign.

The City was awarded CARES Act Funding and has executed an agreement with the Department of Commerce to utilize these funds to mitigate the impacts of the COVID 19 pandemic. These funds will cover the estimated cost of \$15,000.

Shop Safe & Discover Stanwood Camano is an effort developed in partnership with the City of Stanwood and the Stanwood Chamber of Commerce that will highlight the dedication local businesses have for health and safety, reassuring our community that it is safe to visit, dine, and shop once again. This campaign is designed to help the community overcome the psychological barriers generated from the Stay Home order implemented in March 2020. Shop Safe & Discover Stanwood Camano will bring small business to the forefront and advocate the importance of supporting locally first. This campaign will take a collective effort by all participating businesses as we move into each phase of reopening. Shops who commit to the Business Safety Promises, as well as, display the provided window clings, floor signage, and promote the campaign on owned website and social media will create consistency and show a concerted effort.

The initiative will kick off next week.

*No Motion – Discussion Only*

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### b. Discuss the Mayoral Vacancy

The Council had a discussion regarding the Mayoral Vacancy Appointment process.

Below is an outline for discussion from the City Attorney:

- A. Amendment of the July 9, 2020 Regular Council Meeting Agenda  
Should the council decide to discuss the Mayoral Vacancy and Appointment Process, then a motion to amend the agenda to add: "Discuss the Mayoral Vacancy" must be made. (a motion to Amend the Agenda was made in item 3. Approval of the Agenda)
- B. Pursuant to Stanwood Council Rules, the Mayor must be appointed at the next regular council meeting. Should the council decide to adopt a process different than current Council Rules dictate, then a motion to suspend the Council Rules of Procedure must be made.

*Motion by Councilmember Roberts, Second by Councilmember Shepro, to Suspend Council Rule #5. Motion carried unanimously.*

- C. Pursuant to RCW 42.12.070, the council can dictate a process to be followed to fill the vacancy caused by the Mayor's resignation.

### MAYOR VACANCY APPOINTMENT PROCESS TEMPLATE

1. Applications must be submitted by 5:00 pm on \_\_\_\_\_.

*Motion by Councilmember Johnson, Second by Councilmember Callaghan, Applications must be submitted by 5:00 pm on Sunday, July 19, 2020. Motion carried unanimously.*

- a. Determine whether applications are open to just councilmembers and/or to the public at large.

*Motion by Councilmember Johnson, Second by Councilmember Roberts, to open applications to the public at large.*

*Councilmember Johnson-Yes, Councilmember White-No, Councilmember Callaghan-Yes, Councilmember Pearce- No, Councilmember Shepro- Yes, Councilmember Roberts- No, Councilmember Williams- No. Motion Failed - 4 Votes-No / 3 votes-Yes.*

*Applications will be open to the councilmembers only.*

- b. Vacancy posted on city webpage.
  - i. Applicant submit Letter of Intent and supporting documents online.
2. The applications will be considered on \_\_\_\_\_.

*Motion by Councilmember Johnson, Second by Councilmember Callaghan - The applications will be considered at the Regular City Council Meeting on July 23, 2020. Motion carried unanimously.*

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- a. Applicants will be given \_\_\_\_\_ minutes to share with council their qualifications and interest.

*Motion by Councilmember Johnson, Second by Councilmember Shepro - Applicants will be given up to 5 minutes to share with council their qualifications and interest. Motion carried unanimously.*

- b. Council will then convene to executive session to discuss applicants. NO VOTING IS ALLOWED IN EXECUTIVE SESSION.

- i. Any councilmember who applied should not participate in Executive Session.

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

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

- a. Mayor's Report –

Mayor Pro-Tem Dianne White said a huge Thank you to Leonard Kelly for serving two terms as the Mayor of Stanwood. The Mayor's job is very time consuming and challenging position. Wish him the best! Thank you your service.

- b. City Administrator's Report-

City Administrator, Jennifer Ferguson reported that the City has received 24 applications from Stanwood businesses for the SOARING Business Grant Program. She is still in the process of reviewing them and doing due diligence to ensure they meet all of the criteria. At this time Ferguson has been able to sufficiently document approximately \$45,000 in CARES Act funding to go to our local businesses. We are excited to finish out and get these funds to our local businesses.

Last year the City received a Port of Seattle Grant for the Discover Stanwood Camano Tourism and Marketing Initiative. One of the exciting outcomes of this was having travel writer, Jamie Petitto come to Stanwood. You will this awesome video that showcases and highlights Stanwood. It is located on the Discover Stanwood Camano website as well as on City social media.

Regarding the Governor's order for the Open Public Meetings Act. Staff is working on the logistics of how we can bring back the Public Comments period of the Public Meetings and possibly adding them to the virtual meetings. We know that everyone is anxious to have that added back and we thank you for your patience during this time.

Ferguson showed the Mayoral Vacancy page on the City website. You will see on the page everything that was decided this evening.

Councilmember Shepro pointed out that there are 10 people from the public. When will the citizen Comments be available again?

Jennifer noted that staff is working on this and are working out the logistics. She explained the roadblocks, but we are working through the issues and it's possible that Public Comments will resume at the first meeting in August. Which will be August 13.

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### c. Councilmember Reports and Questions-

Councilmember Johnson said Thank you to Leonard for all of his service. We wish him well for rebuilding his health and appreciates him prioritizing that for himself. All Mayors usually leave behind a legacy. Leonard did a lot for this community. He promoted an annual major fundraiser for the Community Chest as well as leading the efforts for the concerts in Stanwood. Neither are requirements for the job as Mayor. Thank you to him for all he did!

Councilmember Pearce also wanted to say that it was an honor to work with Leonard even though they didn't always agree. He was involved in a number of things including councils and boards. He went on many trips to lobby for us and Stanwood. The amount of time he spent was staggering. A lot of what he did will surely fall through the cracks as we don't know all that he did. He leaves behind big shoes to fill.

Councilmember Williams wanted to state her gratitude for everything Leonard did. He got her involved with councils and commissions and she was able to learn a lot from him. She is grateful for the opportunity to work with him.

Councilmember Roberts remembers first meeting Leonard when he was a UPS Driver in Stanwood. He was always cheery, tan and did a good job. He did a great job as Mayor also. It's a big job and we thank him for his service. Leonard was on the Transit Board and with his resignation he also had to resign from that position. Sid hopes that whoever fills the position steps up and fills that vacancy as it is very important for Stanwood to be represented. Question – When we have the vote for the Mayor how will that go? Attorney, Brett Vinson explained the process.

Councilmember Shepro commented that he had seen Leonard Kelley in the QFC Store and had a wonderful conversation with him. Hopes he can see him there again and have the same experience.

Councilmember Callaghan said that she spoke with Leonard this week. Elizabeth doesn't think that people know all that he did for the City of Stanwood. He was humble in the role as Mayor and served the community in a major way. Thank you! Callaghan wanted to also point out a new business that opened recently in Stanwood, the Mustard Seed Bakery. Would like to encourage everyone to go in and see it. It's a great spot and she is glad that another business opened in that building.

### 11. Adjourn

Mayor Pro-Tem White adjourned the meeting at 8:04 p.m.

CITY OF STANWOOD

  
Elizabeth Callaghan, Mayor

ATTEST:

  
Jennifer Ferguson, City Clerk