

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, August 13, 2020 – 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

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, 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, Police Chief Rob Martin, City Administrator Jennifer Ferguson and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Shepro to approve the agenda. Motion carried unanimously.

4. Presentation

a. Snohomish County Health District Update

Regina Gray, Environmental Health Director with Snohomish County Health District, presented the Health District update. She gave an overview of the power point presentation that was included in the council packets which gave a quick update about the Covid-19 pandemic for Snohomish County and highlights of other services the Health District provides.

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

6. Staff Reports

- a. Police Compstat – July, 2020
- b. North County Fire and EMS Second Quarter Report

7. Committee Reports

- a. Planning Commission Meeting Minutes – July 13, 2020
- b. Economic Development Board Meeting Minutes – June 19, 2020

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- c. Finance Committee Meeting Minutes – July 23, 2020
- d. Public Safety Committee Meeting Minutes – July 23, 2020

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve July 23, 2020 City Council Meeting Minutes
- c. 276th Overlay – TIB Project Final Acceptance
- d. Well Decommissioning – Project Final Acceptance

Motion by Councilmember White, Second by Councilmember Roberts, to approve the Consent Agenda items a thru d. Motion carried unanimously.

9. Old Business

- a. Councilmember Vacancy Discussion
 - A. Applicant Interview Process
 - B. Council Committee(s)

Mayor Callaghan and City Administrator, Jennifer Ferguson opened up a discussion about how the process for filling the councilmember vacancy should go at the September 10, 2020 Council Meeting. Since the meeting will be held virtually, Ferguson asked that all councilmembers submit 2-3 questions. The questions will be narrowed down and sent to council and the candidates prior to the meeting to make it fair for all involved. The candidates will have up to 5 minutes to speak. After all of the preset questions are answered council may ask follow up questions. Council will go into an Executive Session to discuss and evaluate the candidates, then a run-off vote will be conducted similar to the recent Mayor selection. Then a new Councilmember will be appointed.

Mayor Callaghan and City Administrator, Jennifer Ferguson opened up a discussion about how to fill the Council Committee(s) vacancies. Council decided that the person named as the new councilmember will fill the open vacancies.

- b. Irvine Slough – Contractor Bid Award

Public Works Director, Kevin Hushagen presented the request to authorize the Mayor to sign a contract with Interwest Construction, Inc. (ICI) for the Irvine Slough Stormwater Separation (IS4) Phase 1 Project. 6 bids were received and the apparent low bidder was ICI. The project includes work at the Irvine Slough pump station to allow for drainage to be pumped separately from floodwater, the installation of an additional pump and controls and piping from near the Cookie Mill Restaurant into Irvine Slough. The project will be paid for by the \$1,000,000 that the City received from the Department of Ecology's Floodplains by Design program.

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Motion by Councilmember Johnson, Second by Councilmember Roberts, to authorize the Mayor to sign a contract with Interwest Construction Inc. for the Irvine Slough Stormwater Separation Project not to exceed \$921,000. Motion carried unanimously.

10. New Business

a. Resolution 2020-10 Pilot Parklet Program

City Administrator, Jennifer Ferguson presented Resolution 2020-10, Pilot Parklet Program. This program will allow businesses in the historic east and west end business districts to reclaim a portion of the on-street parking for public or private seating areas for the purpose of stimulating economic recovery due to COVID-19.

As a business retention and economic recovery tool for local businesses, the City of Stanwood is initiating a pilot project temporarily allowing businesses to extend their store fronts out into the adjacent public parking spaces in the east and west end business districts to create Parklets. The spaces will be public or private seating platforms that convert curbside parking spaces into vibrant community spaces such as café seating, open seating areas, art space or other public amenities.

There is a high need to support local businesses at this time, staff is proposing that if there is CARES Act funding still available or future assistance, some of those dollars could be used as part of the local business grant program to implement a Parklet. The cost to build a Parklet range between \$10,000 to \$15,000; a small grant of \$2,000 to \$3,500 could be used to help kick-start the program.

The draft Parklet Program was reviewed and received unanimous support by the Economic Development Board on May 29, 2020, the Planning Commission on June 8, 2020, the Community Development Committee on June 11, 2020 and was presented at the Stanwood Chamber of Commerce general meeting on July 16, 2020.

Motion by Councilmember White, Second by Councilmember Williams, to authorize the Mayor to sign Resolution 2020-10 implementing the Pilot Parklet Program, a Main Street Economic Initiative. 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 reported that she attended the Community Transit Board meeting last week. There was a very nice tribute to Leonard Kelley that lasted about 30 minutes. Every single person sang his praises. He did a great job and it is going to be a big job to fill his shoes. Mayor wanted to say thank you to the staff at City Hall for their warm welcome. Everyone has been very accommodating and helpful.

b. City Administrator's Report-

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City Administrator, Jennifer Ferguson wanted to remind everyone that there are vacancies on the Planning commission and Economic Development Board. The deadline for applying is August 31. Interested persons can apply on the City Website.

We will be bringing public comment back to the city council meetings via written comment starting September 10. Anyone wishing to provide written comment must pre-register by 9:00 am the day of the meeting on the City Website. All comments will be forwarded to the city council. At the meeting, the City Clerk will read the commenter's name and topic. The full comment will be entered into the record by being added to the approved meeting minutes.

The new City Human Resource Manager, Pat Adams will join the staff on September 8. Her first priorities will include filling the empty positions.

Jennifer asked the Directors from each department to give a department soundbite.

Director of Public Works, Kevin Hushagen went first. Instead of talking about the projects he wanted to give a shout out to the Staff and Public Works Crew. They do a lot of work around the city including parks, streets, water and wastewater. Great job!

Jennifer spoke on behalf of Patricia Love, Community Development Director. A lot of progress has happened with City Parks. Heritage Park is out to bid. The old playground equipment at Church Creek Park has been removed and the new is to be installed next week. Hamilton Park is currently in the design phase. There are no further issues which means no further soil cleanup is required.

Jennifer spoke for the Finance Department & Information Services. The 2019 Audit will be done mid-September and will be done virtually. We have no concerns. The audit will be financial and accountability.

Staff has been working on automating services to improve customer service levels. We have a program where customers can use a portal to apply and pay for permits online. There is a lot of automation coming. Staff always looks to raise the bar high.

c. Councilmember Reports and Questions-

Councilmember Shepro commented that Mayor Callaghan did a good job on her first Council meeting. Steve asked about a page in section 8-2 which showed checks being paid to businesses for either \$7,500 or \$3,750. These checks are CARES Act funds that were granted to these businesses. He would like to congratulate them.

Councilmember Roberts appreciates the City of Stanwood's concern for all of the small businesses. Staff has really pulled together to do all they can to help the businesses. It's been a lot of work and paperwork and it is appreciated.

11. Adjourn

Mayor Callaghan adjourned the meeting at 8:00 pm.

CITY OF STANWOOD



Elizabeth Callaghan, Mayor

ATTEST:



Jennifer Ferguson, City Clerk