

CITY OF STANWOOD

Special Meeting of the City Council
Monday, November 8, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

1. CALL TO ORDER

Mayor Elizabeth Callaghan called the meeting to order at 7:08 p.m. after clarification of notice requirements with City Attorney Brett Vinson.

2. ROLL CALL

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also known to be present: Interim City Administrator Shawn Smith, Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Fire Chief John Cermak, Police Chief Rob Martin, City Attorney Brett Vinson, Communications Manager Krista Hintz, City Clerk Sara Robinson, Finance Director Hammond.

3. APPROVAL OF THE AGENDA

With clarification from Mayor Callaghan that Council could choose to remove an item from the Special Meeting agenda but not add to it, a motion was made.

Motion by Councilmember White, second by Councilmember Johnson to approve the agenda.

Motion carried unanimously.

4. CITIZEN COMMENTS

The city did not receive any written comment 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 Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Ethics

5. CONSENT AGENDA

- a. Approve Vouchers and Payroll Checks
- b. Approve October 28, 2021 - Regular City Council Meeting Minutes

Motion by Councilmember Roberts, second by Councilmember Robb to approve the consent agenda, items A & B.

Motion carried unanimously.

6. PUBLIC HEARING

Anyone wishing to provide written or oral public comment, must preregister by 9:00 a.m. the day of the meeting by, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk5/Council-Meeting-Public-Hearing-Public-Co-69>

a. Permit Procedures and Permitted Use Matrix Code Amendment

- i. Receive Public Comment on the Proposed Ordinance
- ii. Second Reading and Final Adoption of Ordinance 1499

The Council will open a Public Hearing to receive testimony regarding the proposed Permit Procedures and Permitted Use Matrix Code Amendment and then consider approval of the resolution.

This is the second reading of Ordinance 1499, presented by Community Development Director Patricia Love.

The city received one request for verbal comment.

Tim Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Cost of appealing City decisions

The City of Stanwood has initiated an amendment to the Stanwood Municipal Code to update the City's permit procedures and corresponding permitted use matrix to ensure that the City's land uses are consistent with the intent of the zoning districts. Patricia Love presented the Second Reading request for consideration of Final Adoption of Ordinance 1499, highlighting the changes made to the matrix as asked by Council.

Council discussed the proposed item.

Motion by Councilmember Pearce, Second by Councilmember Williams to amend Ordinance 1499 as discussed and have staff bring back changes for the third and final reading of the ordinance on November 22, 2021.

Motion carried unanimously.

b. Kottsick Annexation – Acceptance of 60% petition - Intent to Annex and Transmit to Boundary Review Board

- i. Receive Public Comment on the Proposed Annexation
- ii. Pass Resolution 2021-10

The city received one request for verbal comment.

Michael Carmichael
28807 80th Ave NW Stanwood, WA
Topic – Kottsick Annexation

The issue is whether or not to support the 60% annexation petition for the Kottsick Annexation and direct staff to submit to the Snohomish County Boundary Review Board for review and consideration. The property is approximately 30 acres within two existing parcels, located at 7615 284th St. NW and 28801 80th Ave NW.

The applicant (Edwards Development Group LLC. – on behalf of the property owner, Marlyn Kottsick) submitted a complete 60% annexation petition to the City of Stanwood on June 28, 2021. The public hearing is to allow members of the community to speak in favor or in opposition to the annexation. At the conclusion of the hearing Council will need to either approve Resolution 2021-10 directing staff to address issues prior to approval or deny the annexation petition. Even if the Council approves the annexation at this hearing, the Council will still have to formally annex the property after the approval of the Boundary Review Board.

Council discussed the proposed item.

Motion by Councilmember Williams, second by Councilmember White to authorize the mayor to sign Resolution 2021 – 10 to allow staff to submit to the Snohomish County Boundary Review Board for review and consideration of the 60% Annexation Petition for the Kottsick Annexation.

Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – No, Councilmember Roberts – Yes, Councilmember Williams – Yes

Motion carried.

With no further public comment scheduled, Mayor Callaghan closed the Public Hearing.

c. Revenue Sources and 2022 Property Tax Levy

- i. Receive Public Comment on the Proposed Ordinance
- ii. First Reading of Ordinance 1500

As part of the mid-biennial budget review and adjustment process, revenues for the current expense (General Fund) are forecast. Despite the COVID19 pandemic revenues and the general economic outlook remain positive and stable for the second half of the biennium. One source of revenue within the General Fund is property taxes and the City Council must take final action on a property tax levy, no later than November 30.

The General Fund is the main operating fund of the City, funded by six major revenue categories: Taxes, Licenses & Permits, and State Shared sources, Charges for Services, Fines & Forfeitures, and Miscellaneous

Council discussed the proposed item.

Motion by Councilmember Shepro, second by Councilmember Johnson to approve the first reading of Ordinance 1500 Levying taxes upon all property subject to taxation within the corporate limits of the city of Stanwood, Washington for 2022, with one percent levy increase from 2021.

Motion carried unanimously.

d. Mid-Biennium Budget Amendment

- i. Receive Public Comment on the Proposed Ordinance
- ii. First Reading of Ordinance 1501

Staff recommends mid-biennium adjustments to the 2021-2022 budget. The recommended changes include items that have been authorized by council, such as the updated Water and Sewer System Plan. The amendment also includes the transfer of prior biennium surplus out of the General Fund to Parks Capital and Building capital for future expenditure authorization, and requests authorization for relatively minor program changes, as well as changes arising from updated information and revised estimates. Finally, there are a set of recommended capital program budget changes that primarily relate to the timing of projects, with projects occurring either earlier or later than previously budgeted

Council discussed the proposed item.

Motion by Councilmember Johnson, second by Councilmember Roberts to approve the first reading of Ordinance 1501 Amending the 2021 – 2022 Budget as presented.

Motion carried unanimously.

7. NEW BUSINESS

Adopt Resolution 2021-09 - Salary and Benefits Schedule for 2022

Finance Director David Hammond presented this resolution which implements employee compensation and benefits for 2022. Two staffing changes are requested. Council previously approved two Public Works Supervisors. One position is filled, and is supervising the Water Utility, Facilities, Drainage and Parks employees. This request is to delay hiring the second supervisor and instead hire one additional Public Works Technician. This is a cost savings within the budget and would allow more “boots-on-the-ground.” The Sewer Utility and Wastewater Treatment Plant employees would report directly to the Assistant Public Works Director. Additionally, in the Finance Department staff requests authorization to reclassify the Accounting Clerk and the Administrative Assistant into a new Accounting Technician I/II structure. This would allow equitable distribution of work, and clear development pathways for the team.

The financial impact of the represented employees’ 3.25% COLA is in the current collective bargaining agreement, thus already budgeted. The impact of a 5.9 percent cost of living increase for non-represented employees is approximately \$90,000 (this amount depends on which step each individual employee is located). The 2021-2022 budget anticipated increases of three percent for the annual COLA and the performance adjustment pool, and six percent increases for medical and dental premiums. Actual increases are cumulatively less than budget.

Motion by Councilmember Roberts, second by Councilmember Shepro to adopt Resolution 2021-09 Formally updating the Salary and Benefit Schedule for City Employees effective January 1, 2022.

Motion carried unanimously.

Capital Improvement Plan Resolution 2021-12 – First Reading

Public Works Director Kevin Hushagen presented a proposed list of capital improvements in the 2022-2027 Capital Improvement Plan and adopt Resolution 2021-12 Six-Year Capital Improvement Plan.

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development;
- Reduce the cost of serving new development with public facilities; and
- Ensure that these facilities will be in place when development occurs. The capital improvement plan is

a six-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually.

As part of the budget amendment and to better align projects with proper funding sources and timelines, staff has updated the six-year capital improvement plan. There are a couple changes to note with one being a modified approach to 72nd Avenue including an in-depth traffic study in 2022 and developer driven improvements in 2023. Also, the floodwall under the SR532 overpass on Florence Road (Fort Freberg) is included in next year's projects with funding being provided with ARPA funds. This was presented to Council at the August 12th workshop.

Motion made by Councilmember Pearce, second by Councilmember Shepro to approve adoption of Resolution 2021-12 Six-Year Capital Improvement Plan 2022-2027, and direct staff to make changes.

Motion carried unanimously.

Authorize Final Acceptance of Heritage Park Ballfield Renovation

Presented by Public Works Director Kevin Hushagen; The City Council approved a contract with TayEx at the September 10, 2020 meeting, to complete the Heritage Park Ballfield Renovation project. That project is now complete, and staff is seeking final acceptance to initiate the retainage period.

Motion by Councilmember Pearce, second by Councilmember Shepro to authorize the Final Acceptance of the Heritage Ballfield Renovation Project.

Motion carried unanimously.

Authorize Final Acceptance of Pioneer Highway Upgrades 9-42 Phase II-Sewer Interceptor Project with Pellco Construction Inc.

Public Works Director Kevin Hushagen presented and requested Council to authorize final acceptance of Pioneer Highway Upgrades Phase II with Pellco Construction. At their March 3, 2021 meeting, Council approved a contract with Pellco Construction for the Pioneer Highway Upgrades Phase II project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

Motion by Councilmember Roberts, second by Councilmember Shepro to authorize the Final Acceptance of the Pioneer Highway Upgrades Phase II-Sewer Interceptor Project completed by Pellco Construction.

Motion carried unanimously.

Adopt Resolution 2021-11 Road and Street Services Interlocal 9-47 Agreement with Snohomish County

Presented by Public Works Director Kevin Hushagen; The City and Snohomish County have an interlocal agreement that allows for the City to employ County services to complete tasks through a work order system. That interlocal is set to expire on December 31. Periodically works comes up where the City employs Snohomish County services to complete. This has occurred through an interlocal agreement. With the expiration of the current interlocal agreement the County would like to add language to allow for reciprocity and the ability for the City to complete tasks for the County. Historically Snohomish County has provided street striping services to the City through an approved budget and work order acceptance. There are no other anticipated tasks or financial impacts.

Motion by Councilmember Roberts, second by Councilmember Pearce to authorize the Mayor to sign a Road and Streets Services Interlocal Agreement with Snohomish County.

Motion carried unanimously.

8. CITIZEN CLOSING COMMENTS – Removed via motion at the 3-26-2020 Meeting

9. REPORTS OF OFFICERS AND COMMITTEES

a- Mayor’s Report

- Mayor Callaghan thanked everyone for hanging in there.

b- City Administrator’s report-

- Thank you to David Hammond for his work on the budget.
- Ghoul’s Night out reports 1,000-2,000 people participating.
- SR 532 Coordination Committee working together to analyze and determine solutions for issues that may arise with SR 532.
- The next Council meeting will also be on a Monday, two weeks from today.

c- Councilmember Reports and Questions


- Councilmember Shepro would like staff to consider budget discussions to take place during a Council Workshop Session to allow for extra time and discussion.

10. ADJOURN


The meeting was adjourned at 9:31 p.m.

CITY OF STANWOOD

ATTEST:


Elizabeth Callaghan (Nov 23, 2021 11:29 PST)

Elizabeth Callaghan, Mayor


Krista Hintz (Nov 23, 2021 11:52 PST)

Krista Hintz, Assistant to the Administrator









11.08.21 CC Minutes

Final Audit Report

2021-11-23

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