

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, November 9, 2023 – 7:00 p.m.
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Metz led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Marcus Metz, Darren Robb, Timothy Pearce, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Public Works Director Kevin Hushagen, Human Resource Manager Pat Adams, Police Chief Jason Toner, Fire Chief John Cermak, City Attorney Nikki Thompson, Associate Engineer Alan Lytton, Building Official Scott Black, Wastewater Technician Matthew Kallicott, Wastewater Lead Michael Evans, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

*Motion by Councilmember Metz, second by Councilmember Gaumond to approve the agenda as published. **Motion carried unanimously.***

4. Presentation: Wastewater Treatment Plant Outstanding Performance Award for 2022

Hushagen explained what a tremendous honor this award is; it's very good for the city. The wastewater crew work hard each day to achieve the award. The staff report says the City has received the award 8 years in a row, although true, the fact is since 2006, the City has received the award 16 out of 17 years. Hushagen introduced two wastewater crew members, Michael Kallicott and Michael Evens and mentioned Jarred Stark, Leland Bartlett, Cole Ferguson, and Leigh Danielson who has been with the city since 2005. Leigh is now the Utilities Supervisor.

5. Public Comments: No written or verbal public comments.

6. Staff / Department Report

a. Police Compstat Report – October

Robb appreciated the extra traffic enforcement with an emphasis on speeders on 80th Ave (close to 200 speeders were stopped). Robb is looking forward to getting the Citizen Patrol up and running. Chief Toner said the first introduction meeting is scheduled for after Thanksgiving, he has had four good interviews and they are planning to start in December.

b. Finance Q3 Report – No Council Comments.

7. Council Committee Reports

No Council comments on the Finance Committee Meeting Minutes for 10/26/2023.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes 10/26/2023
- c. Appointment of Economic Development Board Members

Mayor Roberts introduced and thanked the new Economic Development Board Members, Paul Brar and Teresa LaFleur. Shepro thanked the board members Les Anderson, Dave Pelletier, and Kristine Birkenkopf for extending their term for two more years.

*Motion by Councilmember Robb, second by Councilmember Pearce to approve the consent agenda items A through C. **Motion carried unanimously.***

9. Unfinished Business

Second Reading and Adoption of Ordinance 1525 – 2024 Property Tax Levy

Hammond noted that council reviewed, discussed, and held a public hearing on this item at the October 26th council meeting; no testimony was heard, and the council approved the first reading unanimously. He noted that the staff report was updated with October’s actuals. One of the main points taken from the October 26th meeting was to try to keep up with the rising cost of public safety.

Council discussed at length and asked Hammond questions.

Motion by Councilmember Metz, second by Councilmember Shepro to approve the second reading and adoption of Ordinance 1525 Levying Taxes upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for 2024, with one percent levy increase from 2023.

Roll call of votes was taken:

- Councilmember Schmitt – Yes*
- Councilmember Gaumond – Yes*
- Councilmember Metz – Yes*
- Councilmember Robb – Yes*
- Councilmember Pearce – Yes*
- Councilmember Shepro – Yes*
- Councilmember Bergman – No*

Motion carried 6 yes, 1 no.

10. Public Hearing – None

11. New Business

- a. Adopt Resolution 2023-15 Salary and Benefits Schedule

Adams discussed the proposed compensation and benefit schedule for the 24 full time represented employees and the 12 non-represented employees for 2024.

Council asked questions and made comments.

*Motion by Councilmember Shepro, second by Councilmember Metz to pass Resolution 2023-15 adopting the Salary and Benefits Schedule for city employees effective January 1, 2024. **Motion carried unanimously.***

- b. Authorize the Mayor to Sign a Subscription Agreement with NEOGOV for Human Resource Software Modules

Adams explained what NEOGOV is and how it will be used in the city.

- 1) NEOGOV eForms will be used to automate the City's personnel files and onboarding forms. By transitioning to a digital platform, sensitive employee information, including medical and health data can be stored securely. By capturing and analyzing data from personnel files and onboarding forms, we can gain valuable insights into various HR metrics, such as employee turnover rates.

- 2) NEOGOV Perform will be instrumental in optimizing the City's performance management process. This module will enable managers to efficiently set and track all employee performance goals, facilitate collaboration among multiple managers with the ability to include their input when completing evaluations, track the status of performance reviews across departments, and effectively manage and monitor employee training.

Council asked questions.

*Motion by Councilmember Bergman, second by Councilmember Robb to authorize the Mayor to sign e-Forms and Performs Human Resources Software Modules services subscription agreement with NEOGOV. **Motion carried unanimously.***

- c. Authorize the Mayor to Sign a Contract with TRICO Companies, LLC for the Stanwood City Hall and Police Station Renovation Project

Smith led the discussion on the City Hall and Police Station Remodel project and the alternatives that were added and the alternatives that were deducted from the project to reflect the project total of \$805,468.60, which includes an 8% contingency.

Council asked questions and made comments.

*Motion by Councilmember Pearce, second by Councilmember Shepro to authorize the Mayor to execute a contract with Trico Companies for the Stanwood City Hall and Police Station Renovation project for \$805,468.60, which includes an 8% Contingency. **Motion carried unanimously.***

12. Public Closing Comments - None

13. Executive/Legislative Reports

a. Mayor's Report

- Congratulations to all of those who did good in the elections and thank you to everyone who voted.
- Tomorrow is the Veteran's Day memorial service at the Floyd at 11:00, encourages councilmembers to attend.
- AWC is holding a mandatory training for newly elected officials on December 9th, this training is required every four years.
- Remember the next council meeting is on Monday, November 20th due to Thanksgiving.

b. City Administrator Report

- The State Auditors are wrapping up the audit on our financial statement and federal funding, and so far there are no issues. The auditors will be at the next council meeting to give a presentation.
- Happy Veteran's Day and thank you to all of you who have served.

c. Councilmember's Report/Questions

- Councilmember Schmitt said one of his favorite things is to see the smokestack decorated for the holidays. He thanked all the people who have been involved, it's not an easy task.
- Councilmember Shepro thanked everyone who ran for public office and for those who voted. For those who were elected, thank you for your time and talent and your commitment to serving our community.

14. Recess to Executive Session

At 8:10 p.m., the Mayor, Council, Smith, Hammond, and Thompson recessed to Executive Session for a 5-minute discussion on city litigation in accordance with RCW 42.30.110 (1)(i), Mayor Roberts noted that action will likely be taken after the session. The regular city council meeting reconvened at 8:15 p.m.

Motion by Councilmember Robb, second by Councilmember Metz to authorize the Mayor to execute a settlement agreement with Fat Cat Properties in the amount of \$14,746.88.

Motion carried unanimously.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:16 p.m.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Lisa Sokolik, City Clerk