

**CITY OF STANWOOD**  
Regular Meeting of the City Council  
Monday, November 20, 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 Robb led the Pledge of Allegiance.

**2. Roll Call**

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

*Motion by Councilmember Robb, second by Councilmember Pearce, to excuse Councilmember Dani Gaumond. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Police Chief Jason Toner, City Attorney Nikki Thompson, Associate Engineer Alan Lytton, Parks Planning Manager Carly Ruacho, City Planner Tansy Schroeder, City Clerk Lisa Sokolik, and Utilities Supervisor Leigh Danielson attended online.

**3. Approval of the Agenda**

Mayor Roberts added item 4a. Stanwood High School Student Representative Presentation to the agenda.

*Motion by Councilmember Robb, second by Councilmember Pearce to approve the agenda as amended. **Motion carried unanimously.***

**4. Presentation**

**a. Stanwood High School**

Student Body Representative Grace Pacheco gave a report on the Stanwood-Camano High School activities:

- Over the past two weeks, the drama club has put on a wonderful and successful production, Radium Girls by D.W. Gregory.
- On Veteran's Day, recognition was given to those who have and who intend to serve in the U.S. Armed Forces.
- The next big event at the high school is Winter Wishes.

**b. State Auditor Exit Conference**

Representatives from the Washington State Auditor's office, Deena Garza, Audit Manager, Susanne Hancock, Assistant Audit Manager, and Intern Quinlan Drathman presented an

overview of the City of Stanwood's Financial Statements Audit Report. The audit did not identify any deficiencies in internal control that would be considered material weakness. The Auditor's Office will publish the report next week.

Mayor Roberts recognized Finance Manager Wendy Dowhower, Finance Director David Hammond and the finance staff for their hard work to ensure the city receives a good audit.

**5. Public Comments: None**

**6. Staff / Department Report: None**

**7. Council Committee Reports**

- a. Community Development Committee Meeting Minutes – November 2, 2023
- b. Planning Commission Meeting Minutes – October 9, 2023
- c. Public Works Committee Meeting Minutes – November 6, 2023
- d. Public Safety Committee Meeting Minutes – November 9, 2023

**8. Consent Agenda**

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – November 9, 2023
- c. Appointment of Economic Development Board Member Dustin Dekle
- d. Approve Amendment to Alliance for Housing Affordability (AHA) ILA
- e. Authorize the Mayor to Sign an Amended Contract with Strategies 360

*Motion by Councilmember Metz, second by Councilmember Shepro to approve the consent agenda items A through E. **Motion carried unanimously.***

Mayor Roberts introduced new Economic Development Board Member, Dustin Dekle.

**9. Unfinished Business: None**

**10. Public Hearing**

First Reading of Ordinance 1526 – Biennial Budget Adjustment

Finance Director Hammond led the discussion on the proposed mid-biennial budget adjustment by reviewing the changes per fund.

Mayor Roberts opened the Public Hearing at 7:36 p.m. to take public comments and testimony. With no public comments, Mayor Roberts closed the Public Hearing at 7:37 p.m.

Council discussed, asked questions, and made comments regarding the changes to the budget.

*Motion by Councilmember Pearce, second by Councilmember Bergman to approve the first reading of Ordinance 1526 amending the 2023-2024 budget as presented. **Motion carried unanimously.***

**11. New Business**

- a. Adopt Resolution 2023-17 Field Use Policy and Guidelines

Ruacho gave an overview of the proposed updates to the Parks Field Use Policy and Guidelines. The goal of the updated policy is to ensure the field rentals are fair and equitable to all users.

Council asked questions and made comments.

*Motion by Councilmember Pearce, second by Councilmember Robb to adopt Resolution 2023-17 City of Stanwood Parks Department Field Use Policy and Guidelines. **Motion carried unanimously.***

- b. Authorize the Mayor to Sign a Contract with JTI Commercial Services for the Heritage Dog Park Project

Lytton said the city received five bids with JTI Commercial Services being the low bidder. There are two bid alternates for council's consideration.

Council discussed and asked questions regarding the alternatives.

*Motion by Councilmember Shepro, second by Councilmember Metz to authorize the Mayor to sign a contract with JTI Commercial Services for the Heritage Park Dog Park including both alternates for \$98,559.76. **Motion carried unanimously.***

## **12. Public Closing Comments - None**

## **13. Executive/Legislative Reports**

### **a. Mayor's Report**

- The fireworks ban advisory vote is passing, the next step for this item will be discussed further in February at the council workshop.
- AWC training for Elected Officials will be held on December 9<sup>th</sup>, this is mandatory every 4 years and must be taken within 90 days of being elected.
- Today, three winners were drawn for the Shop Local Win Local event. Gift cards totaled approximately \$1,150 for the Gold, \$700 for the Silver and \$450 for the bronze. A special thank you to the Camano Chamber, participating businesses and Tansy Schroeder for all the work that went into this event.
- The Christmas Tree Lighting event is coming up on December 2<sup>nd</sup>; 4:45 p.m. on the east end town by the new park and 7:00 p.m. on the west end of town at the Camano Street triangle.
- The last meeting of the year will be December 14<sup>th</sup>.

### **b. City Administrator Report**

- Congratulations to Alan Lytton who just passed his Professional Engineering Exam.

### **c. Councilmember's Report/Questions**

- Councilmember Robb – Congratulations to Alan Lytton on passing his PE Exam.

- Councilmember Bergman – Congratulations to the Finance Department for a good audit. The Floyd will be having their Christmas celebration on December 2<sup>nd</sup>, it's free and open to the public and Santa will be there for pictures.
- Councilmember Schmitt – Thanks and gratitude for the police presence at our council meetings, a lot of cities do not have the benefit of police attendance.

**14. Recess to Executive Session - None**

**15. Adjourn**

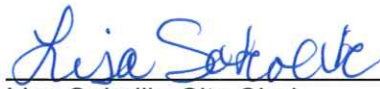
There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:30 p.m.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Lisa Sokolik, City Clerk