

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 25, 2024



AGENDA
CITY COUNCIL REGULAR MEETING
January 25, 2024 | 7:00 p.m.

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person at the address above, or Via Zoom.
Instructions to join the meeting by telephone or online are posted on the
City Website <https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
Lincoln Hill High School Student Representative Update – Bee Hartell
- 5. PUBLIC COMMENTS**
Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link:
<https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>;
verbal comments may be provided in-person, or online via Zoom, call 360-454-5213 for assistance.
- 6. STAFF / DEPARTMENT REPORTS**
- 7. COUNCIL COMMITTEE REPORTS**
Community Development Committee Meeting Minutes – January 4, 2024 **7.1**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – January 11, 2024 **8.7**
- 9. UNFINISHED BUSINESS**
Authorize Final Acceptance of the 88th Ave Arch Project Completed by Interwest Construction, Inc. **9.1**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
Approve 2024 Council Committee Selections **11.1**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION - NONE**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, February 8, 2024, Special Workshop 5:00 pm

Thursday, February 8, 2024, Regular City Council Meeting 7:00 pm

Thursday, February 22, 2024 Regular City Council Meeting 7:00 pm

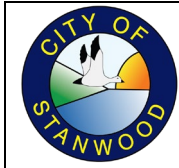


**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 11
DATE: January 25, 2024
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – January 4, 2024 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the January 4, 2024 Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee
Meeting Minutes
January 4, 2024 | 5:00 pm

Council Members Present: Tim Schmitt, Marcus Metz, Steve Shepro

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock

Others Present: N/A

Steve Shepro called the meeting to order at 5:00 p.m.

1. Stanwood Municipal Code Titles 10, 11, & 14

Title 10 Comments:

- Excessive Idling – Add school buses and delivery trucks to this section.
- Excessive Idling – Remove “lift” from 10.10.060(f).
- Designate Truck Routes within the city to avoid the brick roads.
- Designate School Zones.
- Add speed limits to alleyways.
- Consider lowering speed limit on SR 532. Also, consider making the speed limit on SR 532 the same within city limits.
- Consider a 20-mph speed limit on the Twin City Mile.
- Throughout Title 10, change SR 530 to Pioneer Highway.
- 10.40 Parking – Consider allowing a longer time limit for parking (more than 72 hours, but not indefinite).
- Chapter 6.80 City Docks – consider adding boat parking fees.
- Need to address neighborhood electric vehicles

Title 11 Comments:

- No action comments.

Title 14 Comments:

- No action comments.

2. Street and Utility Standards Amendments

- Make street name signs larger for visibility.
- Incorporate historical street names to street name signs.
- Require downtown core poles to be illuminated.
- Add language to 2B.150 B – Width. Section is currently blank.
- Illumination – Address the poor lighting on Main Street in East downtown.
- Consider creating a Traffic Calming Program

3. Year-in Review – Meeting ran long. Send any comments to the CD Department.
Adjourn: 6:45





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: January 25, 2024

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A & A-1 - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 37966 through 38010 and electronic fund transfers in the amount of \$272,518.79. Approve issuance of Washington Federal payroll checks 2182 through 2186 and electronic fund transfers in the amount of \$370,152.80.

RECOMMENDED MOTION

"I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 37966 THROUGH 38010 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$272,518.79. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECKS 2182 THROUGH 2186 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$370,152.80".

CHECK REGISTER**ATTACHMENT A**

City Of Stanwood

Time: 08:13:33 Date: 01/18/2024

01/01/2024 To: 01/17/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
30	01/08/2024	Payroll	3	EFT		4,227.32	December 2023 Payroll
31	01/08/2024	Payroll	3	EFT		5,034.22	December 2023 Payroll
32	01/08/2024	Payroll	3	EFT		4,745.48	December 2023 Payroll
33	01/08/2024	Payroll	3	EFT		2,623.69	December 2023 Payroll
34	01/08/2024	Payroll	3	EFT		3,050.93	December 2023 Payroll
35	01/08/2024	Payroll	3	EFT		467.87	December 2023 Payroll
36	01/08/2024	Payroll	3	EFT		3,436.73	December 2023 Payroll
37	01/08/2024	Payroll	3	EFT		3,803.92	December 2023 Payroll
38	01/08/2024	Payroll	3	EFT		7,846.26	December 2023 Payroll
39	01/08/2024	Payroll	3	EFT		4,566.42	December 2023 Payroll
40	01/08/2024	Payroll	3	EFT		2,733.38	December 2023 Payroll
41	01/08/2024	Payroll	3	EFT		3,943.04	December 2023 Payroll
42	01/08/2024	Payroll	3	EFT		3,808.02	December 2023 Payroll
43	01/08/2024	Payroll	3	EFT		487.79	December 2023 Payroll
44	01/08/2024	Payroll	3	EFT		4,629.07	December 2023 Payroll
45	01/08/2024	Payroll	3	EFT		4,211.56	December 2023 Payroll
46	01/08/2024	Payroll	3	EFT		7,301.95	December 2023 Payroll
47	01/08/2024	Payroll	3	EFT		5,953.33	December 2023 Payroll
48	01/08/2024	Payroll	3	EFT		2,574.42	December 2023 Payroll
49	01/08/2024	Payroll	3	EFT		2,637.34	December 2023 Payroll
50	01/08/2024	Payroll	3	EFT		5,928.40	December 2023 Payroll
51	01/08/2024	Payroll	3	EFT		5,451.13	December 2023 Payroll
52	01/08/2024	Payroll	3	EFT		4,166.98	December 2023 Payroll
53	01/08/2024	Payroll	3	EFT		488.05	December 2023 Payroll
54	01/08/2024	Payroll	3	EFT		4,420.35	December 2023 Payroll
55	01/08/2024	Payroll	3	EFT		487.87	December 2023 Payroll
56	01/08/2024	Payroll	3	EFT		5,008.89	December 2023 Payroll
57	01/08/2024	Payroll	3	EFT		437.34	December 2023 Payroll
58	01/08/2024	Payroll	3	EFT		2,406.71	December 2023 Payroll
59	01/08/2024	Payroll	3	EFT		3,212.62	December 2023 Payroll
60	01/08/2024	Payroll	3	EFT		1,770.47	December 2023 Payroll
61	01/08/2024	Payroll	3	EFT		1,761.68	December 2023 Payroll
62	01/08/2024	Payroll	3	EFT		4,513.29	December 2023 Payroll
63	01/08/2024	Payroll	3	EFT		487.34	December 2023 Payroll
64	01/08/2024	Payroll	3	EFT		2,908.48	December 2023 Payroll
65	01/08/2024	Payroll	3	EFT		5,157.20	December 2023 Payroll
66	01/08/2024	Payroll	3	EFT		487.34	December 2023 Payroll
67	01/08/2024	Payroll	3	EFT		5,129.65	December 2023 Payroll
68	01/08/2024	Payroll	3	EFT		4,663.02	December 2023 Payroll
69	01/08/2024	Payroll	3	EFT		4,774.06	December 2023 Payroll
70	01/08/2024	Payroll	3	EFT		4,689.50	December 2023 Payroll
71	01/08/2024	Payroll	3	EFT		2,798.87	December 2023 Payroll
72	01/08/2024	Payroll	3	EFT		5,578.76	December 2023 Payroll
74	01/08/2024	Payroll	3	EFT	AFLAC	259.87	Pay Cycle(s) 01/08/2024 To 01/08/2024 - AFLAC, Pre-Tax; Pay Cycle(s) 01/08/2024 To 01/08/2024 - AFLAC, Post-Tax
75	01/08/2024	Payroll	3	EFT	AWC Employee Benefit Trust	23,070.64	Pay Cycle(s) 01/08/2024 To 01/08/2024 - AWC - Health First 250; Pay Cycle(s) 01/08/2024 To 01/08/2024 - AWC- Dental J; Pay Cycle(s) 01/08/2024 To 01/08/2024 - AWC - Vision; Pay Cycle(s) 01/08/2024 To;
76	01/08/2024	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 01/08/2024 To 01/08/2024 - Colonial Life Ins

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 08:13:33 Date: 01/18/2024

01/01/2024 To: 01/17/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
77	01/08/2024	Payroll	3	EFT	Great-West Life & Annuity	4,920.00	Pay Cycle(s) 01/08/2024 To 01/08/2024 - 457 - Empower (Mass Mutual); Pay Cycle(s) 01/08/2024 To 01/08/2024 - Roth 457(b)Empower(MassMutual)
78	01/08/2024	Payroll	3	EFT	HSA Bank	649.00	Pay Cycle(s) 01/08/2024 To 01/08/2024 - HSA Contributions ER; Pay Cycle(s) 01/08/2024 To 01/08/2024 - HSA Contr EE
79	01/08/2024	Payroll	3	EFT	Internal Revenue Service (941)	73,402.67	941 Deposit for Pay Cycle(s) 01/08/2024 - 01/08/2024
80	01/08/2024	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 01/08/2024 To 01/08/2024 - Legal Shield
81	01/08/2024	Payroll	3	EFT	Mission Square Retirement	3,423.02	Pay Cycle(s) 01/08/2024 To 01/08/2024 - 457 - Mission Square Ret(ICMA)
82	01/08/2024	Payroll	3	EFT	Navia Benefits	150.00	Pay Cycle(s) 01/08/2024 To 01/08/2024 - Navia Limited FSA
83	01/08/2024	Payroll	3	EFT	Teamsters Union Local 231	1,786.00	Pay Cycle(s) 01/08/2024 To 01/08/2024 - Teamsters Dues
84	01/08/2024	Payroll	3	EFT	WA St Department Of Retirement Systems	48,082.48	Pay Cycle(s) 01/08/2024 To 01/08/2024 - PERS2; Pay Cycle(s) 01/08/2024 To 01/08/2024 - PERS 3; Pay Cycle(s) 01/08/2024 To 01/08/2024 - 457 - DRS (DCP)
85	01/08/2024	Payroll	3	EFT	Washington Teamsters Welfare Trust	39,792.30	Pay Cycle(s) 01/08/2024 To 01/08/2024 - Teamsters Dental; Pay Cycle(s) 01/08/2024 To 01/08/2024 - Teamsters Medical
86	01/08/2024	Payroll	3	2182	Western Conference of Teamsters Pension Trust	2,581.11	Pay Cycle(s) 01/08/2024 To 01/08/2024 - WCTPP Contributions
145	01/12/2024	Payroll	3	2183	Dept of Labor and Industries	8,149.57	4TH Quarter L&I: 10/01/2023 - 12/31/2023
146	01/12/2024	Payroll	3	2184	ESD - PFMLA	4,879.15	Pay Cycle(s) 10/01/2023 To 12/31/2023 - PFMLA
147	01/12/2024	Payroll	3	2185	ESD-WA Cares Fund	2,332.75	Pay Cycle(s) 10/01/2023 To 12/31/2023 - LTC
148	01/12/2024	Payroll	3	2186	Employment Security Dept	1,732.90	4th Quarter Unemployment: 10/01/2023 - 12/31/2023

001 General Fund
101 Street Fund
401 Sewer Fund
410 Drainage Fund
421 Water Fund

169,037.66
33,088.86
75,241.52
22,726.23
70,058.53

370,152.80 Payroll: 370,152.80

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ATTACHMENT A

City Of Stanwood

Time: 08:13:33 Date: 01/18/2024

01/01/2024 To: 01/17/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer Wendy Dowhower Date: January 17, 2024
() Deputy Finance Director

CHECK REGISTER

ATTACHMENT A-1

City Of Stanwood

Time: 08:10:19 Date: 01/18/2024

12/23/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6598	12/27/2023	Claims	3	EFT	HSA Bank	2.50	Dec fee for H.S.A.
6602	12/31/2023	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
6603	12/31/2023	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
6604	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	240.00	STA01
6605	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	24.00	STA01
6606	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	31.00	STA01
6607	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	53.00	STA01
6608	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	259.00	STA01
6609	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	245.00	STA01
6610	12/31/2023	Claims	3	EFT	Edge Analytical, Inc	48.00	STA01
6611	12/31/2023	Claims	3	EFT	In-Depth Excavation, LLC	107,750.90	City of stanwood
6612	12/31/2023	Claims	3	EFT	RH2 Engineering Inc	19,463.75	City of Stanwood
6613	12/31/2023	Claims	3	EFT	Snohomish County Public Def Association	2,385.00	City of Stanwood
6614	12/31/2023	Claims	3	EFT	Taylors Excavators Inc	15,047.88	City of stanwood
6615	12/31/2023	Claims	3	EFT	Transpogroup Inc	617.90	City of Stanwood
6616	12/31/2023	Claims	3	37966	ALS Group USA, Corp	1,199.00	City of Stanwood
6617	12/31/2023	Claims	3	37967	APSCO, LLC	33,695.07	City of Stanwood
6618	12/31/2023	Claims	3	37968	Advantage Building Services	1,565.00	City of Stanwood
6619	12/31/2023	Claims	3	37969	Badger Meter, Inc	154.55	460708
6620	12/31/2023	Claims	3	37970	Leland W Bartlett	79.78	City of Stanwood
6621	12/31/2023	Claims	3	37971	Bonner Electrical Contracting LLC	637.22	City of stanwood
6622	12/31/2023	Claims	3	37972	Gaylynn Brien	210.00	City of Stanwood
6623	12/31/2023	Claims	3	37973	Patrick J Burt	659.60	City of Stanwood
6624	12/31/2023	Claims	3	37974	Cascade Natural Gas Corp	1,959.73	953 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 608 440 0000 4
6625	12/31/2023	Claims	3	37975	Cedarhome Tree Farm	217.80	City of stanwood
6626	12/31/2023	Claims	3	37976	Dataquest, LLC	99.68	CITYSTA
6627	12/31/2023	Claims	3	37977	Kevin M Davis	275.00	City of Stanwood
6628	12/31/2023	Claims	3	37978	Dick's Towing, INC.	139.36	City of Stanwood
6629	12/31/2023	Claims	3	37979	Cole F Ferguson	190.39	City of Stanwood
6630	12/31/2023	Claims	3	37980	Galt John E	4,395.00	City of Stanwood
6631	12/31/2023	Claims	3	37981	H D Fowler Company, Inc	2,232.91	City of stanwood
6632	12/31/2023	Claims	3	37982	Hamilton Lumber LLC	273.25	City of stanwood
6633	12/31/2023	Claims	3	37983	Lankford Associates, Inc.	1,292.50	City of Stanwood
6634	12/31/2023	Claims	3	37984	Lenz Enterprises Inc	111.33	City of Stanwood
6635	12/31/2023	Claims	3	37985	Michael Kmet LLC	15,457.00	City of Stanwood
6636	12/31/2023	Claims	3	37986	ODP Business Solutions, LLC	394.33	36274097; 36274097; 36274097; 36274097
6637	12/31/2023	Claims	3	37987	PUD Of Snohomish County *	12,436.19	202423729; 200208858; 200592889; 200367373
6638	12/31/2023	Claims	3	37988	Pape' Machinery	1,737.27	314673
6639	12/31/2023	Claims	3	37989	Ricoh USA, Inc.	193.96	1316669-3816549
6640	12/31/2023	Claims	3	37990	Safeway	67.29	191483
6641	12/31/2023	Claims	3	37991	Skagit Farmers Supply	2,107.79	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
6642	12/31/2023	Claims	3	37992	Skagit Valley Publishing	244.53	48893; 48893; 48893; 48893
6643	12/31/2023	Claims	3	37993	Sno Co Auditor *	264.32	City of Stanwood
6644	12/31/2023	Claims	3	37994	Sno Co District Court	2,624.56	DCT34003
6645	12/31/2023	Claims	3	37995	Sno Co Information Services *	28,263.33	DIS1107; DIS1107
6646	12/31/2023	Claims	3	37996	Sno Co Public Works *	174.56	CR000024
6647	12/31/2023	Claims	3	37997	Sno Co Sheriff's Office - CB	6,389.56	91-6001368
6648	12/31/2023	Claims	3	37998	Snohomish County Treasurer	47.70	City of Stanwood

CHECK REGISTER

ATTACHMENT A-1

City Of Stanwood

Time: 08:10:19 Date: 01/18/2024

12/23/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6649	12/31/2023	Claims	3	37999	Stanwood Ace Hardware #14901	466.46	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
6650	12/31/2023	Claims	3	38000	Stanwood Auto Parts	52.69	56100; 56100
6651	12/31/2023	Claims	3	38001	Stilly Auto Parts Napa	9.02	27197; 27197
6652	12/31/2023	Claims	3	38002	TMG Services Inc	655.93	1920010
6653	12/31/2023	Claims	3	38003	UPS Store #4798	51.02	Cu00060036
6654	12/31/2023	Claims	3	38004	Verizon Wireless	360.33	742373248-00001
6655	12/31/2023	Claims	3	38005	WA St Dept of Ecology *	85.00	City of Stanwood
6656	12/31/2023	Claims	3	38006	WA St Dept of Licensing *	702.00	City of Stanwood
6657	12/31/2023	Claims	3	38007	WA St Dept of Transportation *	180.33	City Of Stanwood
6658	12/31/2023	Claims	3	38008	WA St Treasurer	3,548.04	City of Stanwood
6659	12/31/2023	Claims	3	38009	Washington State Patrol *	185.50	0000015959
6660	12/31/2023	Claims	3	38010	Wave Broadband	155.62	3201-0316545-01
						001 General Fund	56,502.03
						101 Street Fund	2,460.80
						103 Street Construction Fund	107,968.70
						104 Park And Trail Improvement Fund	1,683.85
						401 Sewer Fund	54,367.07
						403 Sewer Construction Fund	19,463.75
						410 Drainage Fund	18,383.42
						421 Water Fund	10,737.67
						630 Agency Fund	951.50
							Claims: 272,518.79
						* Transaction Has Mixed Revenue And Expense Accounts	272,518.79

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer Wendy Downtower Date: January 17, 2024
 () Deputy Finance Director



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b
DATE: January 25, 2024
SUBJECT: City Council Meeting Minutes – January 11, 2024
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

Regular City Council Meeting minutes are attached to this staff report.

RECOMMENDED MOTION

“I MOVE TO APPROVE THE JANUARY 11, 2024, CITY COUNCIL MEETING MINUTES AS PRESENTED”.

CITY OF STANWOOD
Regular Meeting of the City Council
January 11, 2024 – 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 Shepro led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Darren Robb, Robert Hicks, 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, Police Chief Jason Toner, Fire Chief John Cermak, City Engineer/Capital Projects Manager Alan Lytton, Communications and Marketing Specialist Niki Strachila, City Clerk Lisa Sokolik. City Attorney Nikki Thompson and Public Works Supervisor Leigh Danielson attended online.

3. Approval of the Agenda

Mayor Roberts asked Council to amend the agenda by adding item 8e Adoption of Resolution 2024-01.

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

4. Presentation: None

5. Public Comments

<u>Verbal Comment:</u>	<u>Topic:</u>
Shannon Kyle, Stanwood	Redemption Hill Church property and noise issue.

6. Staff / Department Report

Police Compstat Report – December

7. Council Committee Reports

Community Development Committee Meeting Minutes – December 7, 2023

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – December 14, 2023
- c. Authorize the Mayor to Sign the Everett Animal Shelter 2024 ILA
- d. Appoint Mayor Roberts as the Stanwood Representative for the Community Transit Meeting to Determine Board Composition and Select a New Board of Directors
- e. Adopt Resolution 2024-01 Terminating the Declared Emergency by Rescinding Resolution 2023-18

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

9. Unfinished Business: None

10. Public Hearing: None

11. New Business

- a. Elect Mayor Pro Tempore

*Motion by Councilmember Shepro, second by Councilmember Metz to appoint Councilmember Darren Robb as Mayor Pro Tempore to serve a one-year term in 2024. **Motion carried unanimously.***

- b. Adopt Council 2024 Calendar

*Motion by Councilmember Metz, second by Councilmember Robb to approve and set the 2024 City Council Meeting Calendar as presented and to publish all dates on the city website. **Motion carried unanimously.***

- c. Authorize the Mayor to Sign a Security System Contract with VECA

Hushagen discussed the proposed security system and answered Council's questions.

*Motion by Councilmember Robb, second by Councilmember Bergman to authorize the Mayor to sign a contract with VECA for acquisition of security system, cloud-based software subscription, and installation not to exceed \$153,013.87. **Motion carried unanimously.***

12. Public Closing Comments

13. Executive/Legislative Reports

- a. Mayor's Report

- Had a lot of fun attending Winter Wishes at the High School where he granted a wish for a 9th grade student, who's wish was to meet the mayor.
- Stanwood State of the City is January 17th, 11:30 a.m. at Sons of Norway Hall.
- The next Snohomish County Cities meeting is January 18th.

- b. City Administrator Report

- Smith and Strachila attended the Camano Island Chamber's State of the Chamber. Smith spoke and gave highlights of 2023 and what to expect in 2024.
- Council Committee selections will be presented at the next council meeting for approval.
- City Hall will be closed on Monday, January 15th in honor of Martin Luther King Jr.'s birthday.

- c. Councilmember's Report/Questions

- Councilmember Schmitt thanked the Food Bank, Caring Place and the Resource Center for all their hard work throughout the holiday season.

- Councilmember Shepro confirmed with Chief Cermak that outdoor burning is prohibited inside city limits, per the SMC.
- Councilmember Hicks expressed what an honor it is to hold the seat that was long held by former Councilmember Pearce who set the bar pretty high.
- Councilmember Robb thanked Council for the vote of confidence electing him as Mayor Pro Tem.
- Councilmember Metz asked if freezing weather tips on how to avoid busted pipes can be posted by the city.
- Councilmember Gaumond welcomed Councilmember Hicks and the city's new Communications and Marketing Specialist, Niki Strachila.

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 7:33 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9

DATE: January 25, 2024

SUBJECT: Final Acceptance of 88th Avenue Archway Project

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Final Pay Request

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the 88th Avenue Archway project completed by Interwest Construction, Inc. (ICI).

BACKGROUND

Council approved a contract with ICI to construct and install an Archway over 88th Avenue. That project is now complete, and staff is seeking final acceptance.

ANALYSIS

The original contract amount was \$327,812.56 including tax with a \$68,000 contingency. The total project cost including tax was \$328,688.72. The \$800 overage on the job was due to increased excavation and backfill material over the Engineer's estimate. There were no change orders on the job.

FIANCIAL IMPACT

Total fiscal impact was \$328,688.72.

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE FINAL ACCEPTANCE OF THE 88th AVENUE ARCHWAY PROJECT WITH INTERWEST CONSTRUCTION, INC".

ATTACHMENT A



Name: City of Stanwood
Address: 10220 270th St. NW
City: Stanwood, WA 98292

Attn: Alan Lytton
Engineering Technician

Project: 88th Ave. Archway
PO No.:

Invoice Date: 07/24/23
Invoice Number: 1394-02
Period Beginning: 4/1/2023
Period Ending: 7/28/2023
ICI Job Number: 1394

INVOICE TOTAL: \$ 91,606.52

PROJECT INVOICE THROUGH PERIOD ENDING 07-28-2023 PER ATTACHED DETAIL

001	Original Contract Amount		\$ 299,920.00
002	Approved Change Order Value Through #	03	
003	Total Contract Amount (Line 001+002)		\$ 299,920.00
004	Work Complete Job-To-Date	100%	\$ 300,721.61
005	Work Complete and Previously Billed		\$ 216,909.61
006	Current Billing Amount		\$ 83,812.00
007	Less Current Retainage		\$ -
008	Plus Current Sales Tax	9.30%	\$ 7,794.52
009	Amount Due this Billing		\$ 91,606.52

<i>PROJECT TOTALS THROUGH THIS INVOICE</i>			
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011	Gross Total Billed JTD		\$ 300,721.61
012	Retainage JTD	0.00%	\$ -
013	Sales Tax JTD	9.30%	\$ 27,967.11
014	Total Billings Job-To-Date Less Retainage (Line 011 - 012 +013)		\$ 328,688.72

Please direct questions regarding this invoice to ar@interwest.biz or the Project Manager.

REMIT PAYMENT TO:
609 North Hill Blvd.
Burlington, WA 98233
360-757-7574

INVOICE 1394-02



Interwest Construction Pay Estimate
88th Ave. Archway
 City of Stanwood

Interwest Job #: 1394
 Pay Estimate Number: 1394-01
 Billing Period Ending: 4/28/2023
 Prepared: CS

BID ITEM	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	TOTAL BID PRICE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TOTAL QUANTITY	TOTAL AMOUNT
	SCHEDULE A										
001	Mobilization	1	LS	\$ 28,000.00	\$ 28,000.00	1.00	\$ 28,000.00		\$ -	1.00	\$ 28,000.00
002	Temp Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00	0.80	\$ 16,000.00	0.20	\$ 4,000.00	1.00	\$ 20,000.00
003	Clearing and Grubbing	1	LS	\$ 3,000.00	\$ 3,000.00	1.00	\$ 3,000.00		\$ -	1.00	\$ 3,000.00
004	Removal of Structures and Obstructions	1	LS	\$ 2,400.00	\$ 2,400.00	1.00	\$ 2,400.00		\$ -	1.00	\$ 2,400.00
005	Structure Excavation	180	CY	\$ 66.00	\$ 11,880.00	122.96	\$ 8,115.36		\$ -	122.96	\$ 8,115.36
006	Trimming and Cleanup	1	LS	\$ 3,800.00	\$ 3,800.00	1.00	\$ 3,800.00		\$ -	1.00	\$ 3,800.00
007	Erosion and Water Pollution	1	LS	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00		\$ -	1.00	\$ 10,000.00
008	Base Material	30	CY	\$ 98.00	\$ 2,940.00	49.00	\$ 4,802.00		\$ -	49.00	\$ 4,802.00
009	Reinforced Concrete	45	CY	\$ 1,650.00	\$ 74,250.00	46.50	\$ 76,725.00		\$ -	46.50	\$ 76,725.00
010	Custom Steel Arch	1	LS	\$ 130,000.00	\$ 130,000.00	0.39	\$ 50,188.00	0.61	\$ 79,812.00	1.00	\$ 130,000.00
011	Backfill Material	120	CY	\$ 50.00	\$ 6,000.00	124.59	\$ 6,229.25		\$ -	124.59	\$ 6,229.25
012	Remove and Replace Concrete Sidewalk	25	SY	\$ 306.00	\$ 7,650.00	25.00	\$ 7,650.00		\$ -	25.00	\$ 7,650.00
	SUBTOTAL SCHEDULE A				\$ 299,920.00		\$ 216,909.61		\$ 83,812.00		\$ 300,721.61



Interwest Construction Pay Estimate
88th Ave. Archway
 City of Stanwood

Interwest Job #: 1394
 Pay Estimate Number: 1394-01
 Billing Period Ending: 4/28/2023
 Prepared: CS

BID ITEM	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	TOTAL BID PRICE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TOTAL QUANTITY	TOTAL AMOUNT
	MATERIALS ON HAND										
					\$ -	0.00	\$ -		\$ -	0.00	\$ -
					\$ -	0.00	\$ -		\$ -	0.00	\$ -
					\$ -	0.00	\$ -		\$ -	0.00	\$ -
					\$ -	0.00	\$ -		\$ -	0.00	\$ -
	SUBTOTAL MATERIALS ON HAND				\$ -		\$ -		\$ -		\$ -
	TOTAL				\$ 299,920.00		\$ 216,909.61		\$ 83,812.00		\$ 300,721.61

GrossTotal \$ 299,920.00
 Retention Amount
 Net Total

\$ 216,909.61
\$ -
\$ 216,909.61

% Contract: 72%

\$ 83,812.00
\$ -
\$ 83,812.00

% Contract: 28%

\$ 300,721.61
\$ -
\$ 300,721.61

% Contract: 100%



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11

DATE: January 25, 2024

SUBJECT: Select Council Committees

CONTACT PERSON: Shawn Smith, City Administrator

ATTACHMENTS: A – Proposed 2024 Council Committees

PURPOSE

The purpose of this agenda item is for Council to approve the 2024 standing committee memberships as submitted by the nominating committee.

BACKGROUND

There are four Council Standing Committees:

- 1) Community Development/Economic Development
- 2) Finance/Personnel
- 3) Public Safety
- 4) Public Works/Parks

Committee membership is an annual term which expires at the second council meeting of the new year - January 25, 2024. Council must choose committee members to serve on the 2024 standing committees for an annual term. Per Council's Rules of Procedure, each councilmember ranks his committee membership choices on a ranking sheet and submits that to the mayor pro tempore. The nominating committee consists of the mayor, mayor pro tempore, and the longest serving councilmember. These three choose committee membership based on the ranking sheets and present their selection to council for approval. Committee members can choose to continue meeting on the currently scheduled dates and times as in the past or can change the meeting dates or times if there is a conflict.

DISCUSSION

The nominating committee, consisting of Mayor Roberts, Mayor Pro Tempore Robb, and Councilmember Shepro, the longest serving councilmember, have chosen committee membership based on the ranking sheets submitted by each councilmember.

Council must review the selection and vote whether to approve membership as submitted by the nominating committee.

Council can choose to meet at the currently scheduled dates, locations, and times, or council can change the schedule. The current dates, locations, and times of the committee meetings are:

- Community Development Committee meets on the first Thursday of the month at 5:00 p.m. at City Hall.
- Finance Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Safety Committee meets prior to the first council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Works/Parks Committee meets the first Monday of the month at 5:30 p.m. at the Wastewater Treatment Plant.

ANALYSIS

There is no financial impact.

CITY COUNCIL OPTIONS

- 1) Council can approve committee membership selections as submitted by the nominating committee or council can discuss committee membership selections and make changes prior to approval.
- 2) Council Committees can meet at the currently scheduled, dates, times, and locations or Council can discuss the meeting schedules and make changes.

PROPOSED MOTION

"I MOVE TO APPROVE THE 2024 COUNCIL STANDING COMMITTEE MEMBERSHIPS AS SUBMITTED BY THE NOMINATING COMMITTEE".



Proposed City Council Committees

	Community Development / Economic Development	
	Dani Gaumond Steve Shepro Andreena Bergman Alternate – Tim Schmitt	Schedule: Meets the 1 st Thursday of the month at 5:00 pm City Hall
	Finance / Personnel	
	Dani Gaumond Robert Hicks Andreena Bergman Alternate – Marcus Metz	Schedule: Meets prior to the 2 nd council meeting of the month at 6:00 pm at the School Admin Bldg.
	Public Safety	
	Marcus Metz Robert Hicks Tim Schmitt Alternate – Darren Robb	Schedule: Meets prior to the 1 st council meeting of the month at 6:00 pm at the School Admin Bldg.
	Public Works / Parks	
	Marcus Metz Darren Robb Tim Schmitt Alternate – Steve Shepro	Schedule: Meets the 1 st Monday of the month at 5:30 pm WWTP 26729 98 th Dr. NW

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