

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, March 13, 2025



AGENDA
CITY COUNCIL REGULAR MEETING
March 13, 2025 | 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 or via Zoom. The Zoom link is posted on the City's website calendar
<https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
 - a. 40-Year Service Award Public Works Director Kevin Hushagen
- 5. PUBLIC COMMENTS**
 - Verbal comments may be provided in-person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting.
- 6. STAFF / DEPARTMENT REPORTS**
 - a. Police Compstat Report – February 2025 [6.1](#)
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Public Works Committee Meeting Minutes – March 3, 2025 [7.1](#)
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks [8.1](#)
 - b. Approve City Council Regular Meeting Minutes – February 27, 2025 [8.5](#)
- 9. UNFINISHED BUSINESS**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
 - a. Authorize the Mayor to Sign a Contract with American Ramp Company [11.1](#)
for the Heritage Pump Track Project
- 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**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, March 27, 2025 City Council Meeting 7:00 pm
Thursday, April 10, 2025 City Council Meeting 7:00 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **6**

DATE: March 13, 2025

SUBJECT: Police Compstat Report

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – February 2025 Compstat

SUMMARY STATEMENT

Attached is the February 2025 Compstat Reports for council review.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

FEBRUARY 2025

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

FEBRUARY 2025

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	0	83.5%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

FEBRUARY 2025

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2025	2024	2023	2022	Year to Date
Public Records Requests	33	49	31	35	33
Concealed Pistol License Issued	24	16	27	32	57
Fingerprinting & Approx Time	13 3.25 hrs	2 0.5 hrs	21 5.25 hrs	4 1.0 hrs	39 9.75 hrs

FEBRUARY 2025

Stanwood Police Department

Message from the Chief



I am truly grateful for the return of warmer weather and the opportunity to enjoy some sunshine and finally dig the shorts and T-shirts out of the closet. Additionally, I would like to send a heartfelt congratulations to Levi Stiers for securing back-to-back state swimming championships and to the Stanwood Girls Basketball team for earning the #4 seed in the State Tournament.

FLOCK Safety Camera Update

We are pleased to announce that our Flock safety camera system is now operational. Currently, 11 of the 14 cameras are active, with the remaining three awaiting right-of-way agreements and county code updates. Two of these cameras are expected to be operational within the next few weeks, while the final camera should be in place within the next couple of months. Per our agreement with Flock, the final 25% payment will not be due until all cameras are fully functional. Detective Martin has already leveraged the Flock system to successfully resolve two theft cases at local businesses (see his report), and we anticipate more success stories in the future. I would like to take this opportunity to thank the Mayor, City Council, and City Staff for their commitment to investing in technology that enhances the safety and security of our community.

Department of Justice & Immigration

There have been several inquiries regarding Stanwood PD's stance on immigration enforcement and whether local police agencies assist ICE with deportations. My priority remains fostering trust within our community while ensuring accountability for individuals who pose a threat to public safety. In 2019 Washington State enacted the Keep Washington Working Act (KWW), which prohibits local law enforcement from:

- Assisting with civil immigration enforcement
- Inquiring about immigration status unless it is necessary for a criminal investigation
- Sharing non-public personal information with federal immigration authorities

Stanwood PD remains dedicated to keeping our residents and businesses safe while continuing to provide excellent service to the community.

Legislative Update

Last month I had the opportunity to travel to Olympia to meet with our legislators and discuss issues impacting our community. This marked my first visit to the state capital—apparently, I must have missed the elementary school field trip! During my visit, I spoke with Senator Muzzall and Representatives Paul and Shavers. Each of them expressed strong support for Stanwood's efforts to relocate our police department out of the floodplain.

FEBRUARY 2025

Stanwood Police Department

Detective Report



Stanwood Police Case 2025-656 and 2025-1420

On 01-29-2025 Deputy Hall sent an e-mail to deputies requesting to identify a woman involved in a theft at the Stanwood Country store on 01-25-2025. Deputy Hall's e-mail included images of the woman and the car she was driving. The images of the car showed a sticker on the top center of the rear window.



On 02-26-2025 Deputy Gutierrez sent an e-mail to deputies requesting to identify a woman involved in a theft at the Ladders Clothing store on 02-24-2025. The woman appeared to be the same person involved in the theft from the Country Store.

Detective Martin used the Stanwood Flock cameras to search for the suspect's vehicle on 02-24-2025 and found it on a camera located at 268 ST/Pioneer Hwy at 1456 hours. The captured image showed the vehicle's plate and the sticker on the rear window.

Local history associated with the license plate showed the vehicle involved in a theft at the Snohomish Kohl's on 10-07-2024. Snohomish deputies contacted the driver/registered owner and she admitted to stealing from Kohl's. Body worn camera images from the Snohomish case confirmed the identity of the suspect in the Stanwood cases.



FEBRUARY 2025

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



SPARTANS ADVANCE TO STATE QUARTERFINALS

On Friday, February 28th the #4 ranked Stanwood girls basketball team met up in Arlington to take on the Seattle Prep Panthers in round two of the state basketball tournament. The game started off close but the Spartans gained the lead and held onto it with great defensive play, and by making several key free-throws, winning 54-42. The Spartans will head to the Tacoma Dome on Wednesday March 5th to take on the winner of Garfield & White River.



INTERHIGH CONFERENCE 2025

On February 28th Stanwood High School hosted the 2025 WESCO Interhigh Leadership Conference. 18 area schools brought their leadership students together for a chance to learn, grow and build relationships together. The conference empowered students to create a culture of leadership and belonging in their schools.



RIDE TO SCHOOL WITH A COP

Twin City Elementary PTO held a silent auction during their bingo night on February 21st. One of the auction items was to win a ride to school with School Resource Officer Deputy Bud McCurry. The Kinghorn family won the auction and the kids got a ride to school on February 28th, complete with lights and sirens.

FEBRUARY 2025



The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggens, it counts here once.

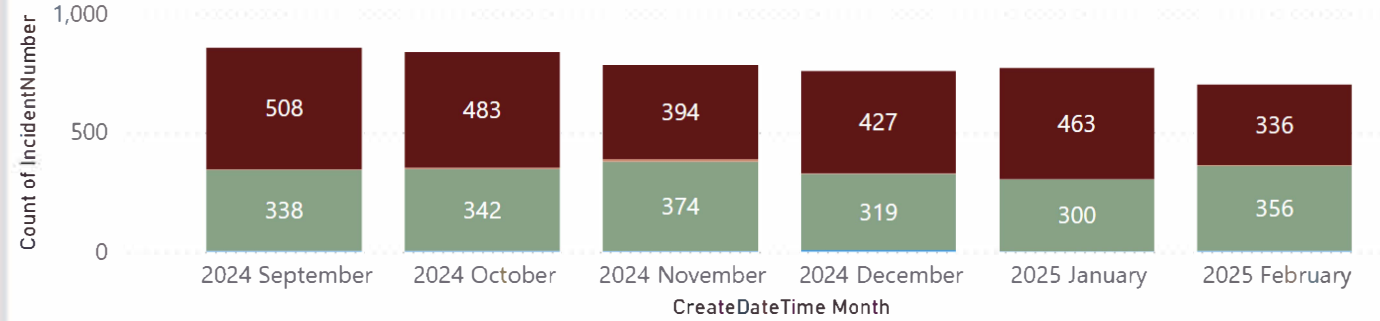


Previous Month Over Time

TOTAL INCIDENTS - ALL ORIS inside STW

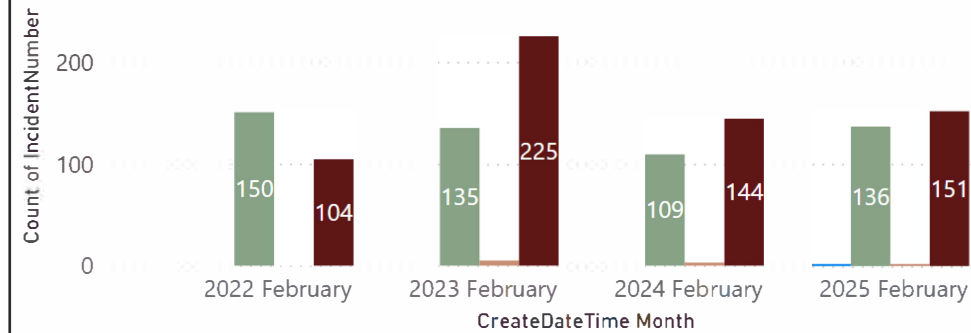
Total Incident Counts, Past 6 Full Months by Origination Type

Call Origination (Blank) 911 call ASAP Officer-Initiated



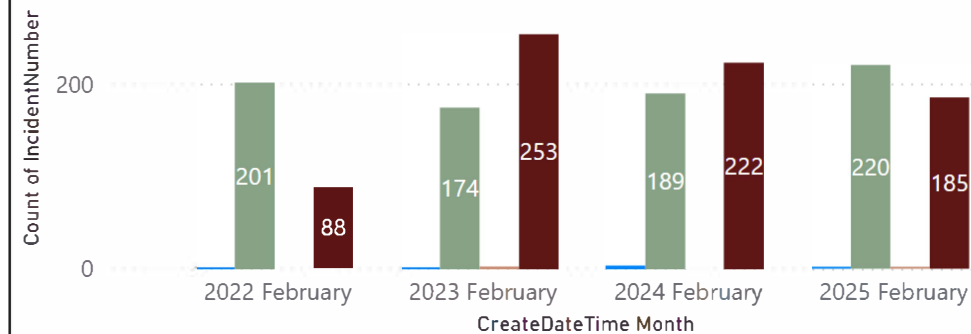
Stanwood West, Incidents by Origination

Call Origination (Blank) 911 call ASAP Officer-Initiated

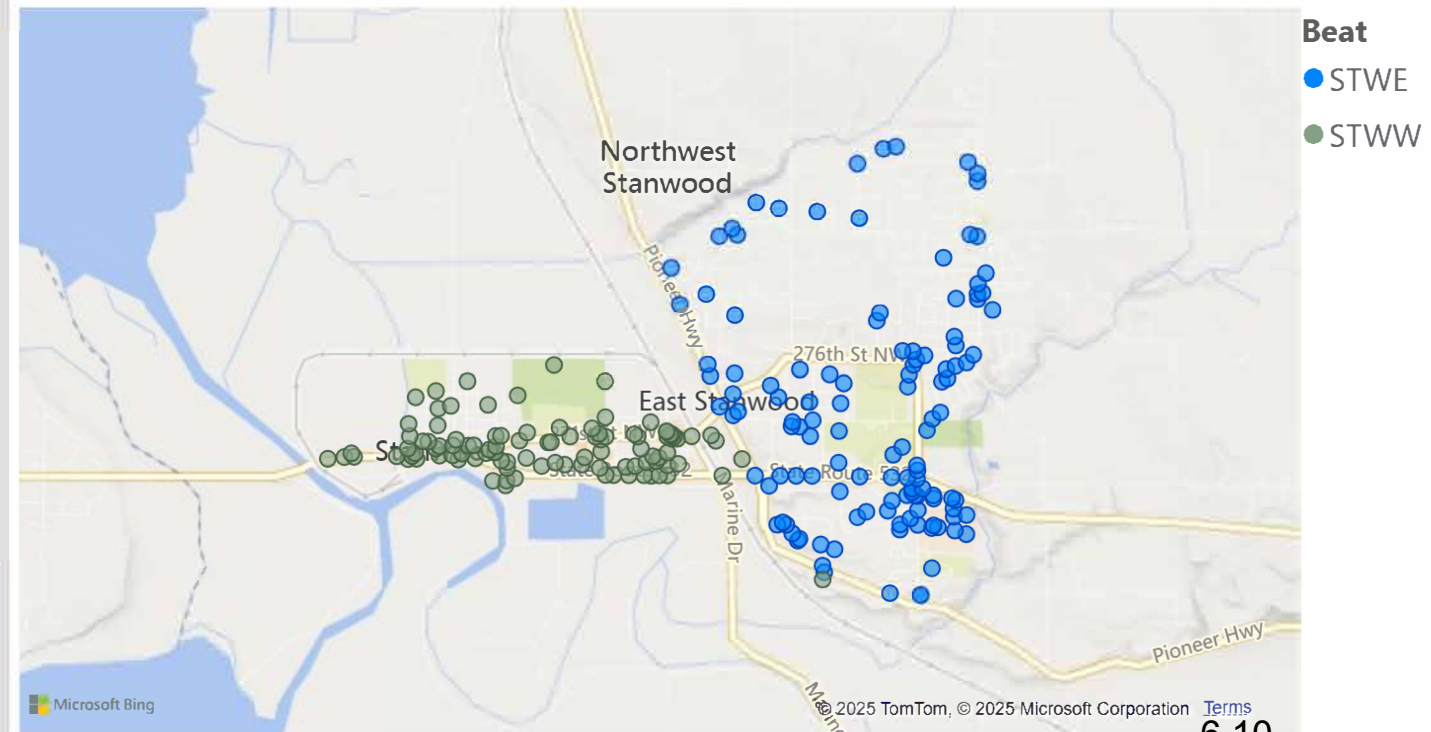


Stanwood East, Incidents by Origination

Call Origination (Blank) 911 call ASAP Officer-Initiated



All incidents Past 1 Month - excludes victim privacy concerning incidents



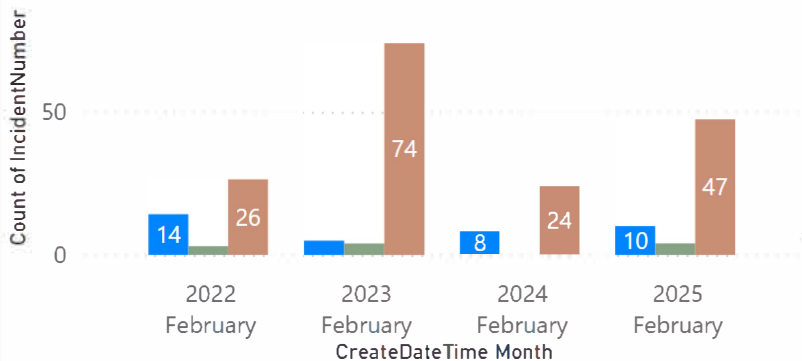


Collision, DUI, and Traffic INCIDENTS

Previous Month Over Time

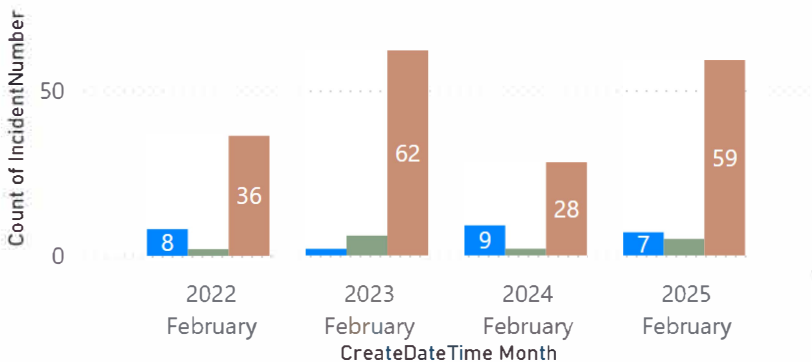
Stanwood West

IncidentType Collision DUI Traffic



Stanwood East

IncidentType Collision DUI Traffic



Previous Month, Current Year

IncidentType Collision DUI



Traffic - Previous Month, Current Year

Call Origination 911 call Officer-Initiated



STWW & STWE

Year	Collision	DUI
2024		
September	10	8
October	21	6
November	28	14
December	21	5
2025		
January	14	11
February	17	9

STWW & STWE

Year	Traffic
2024	
September	92
October	81
November	67
December	86
2025	
January	120
February	106



Tickets - To Current Date, Current Year

of Tickets - This CY

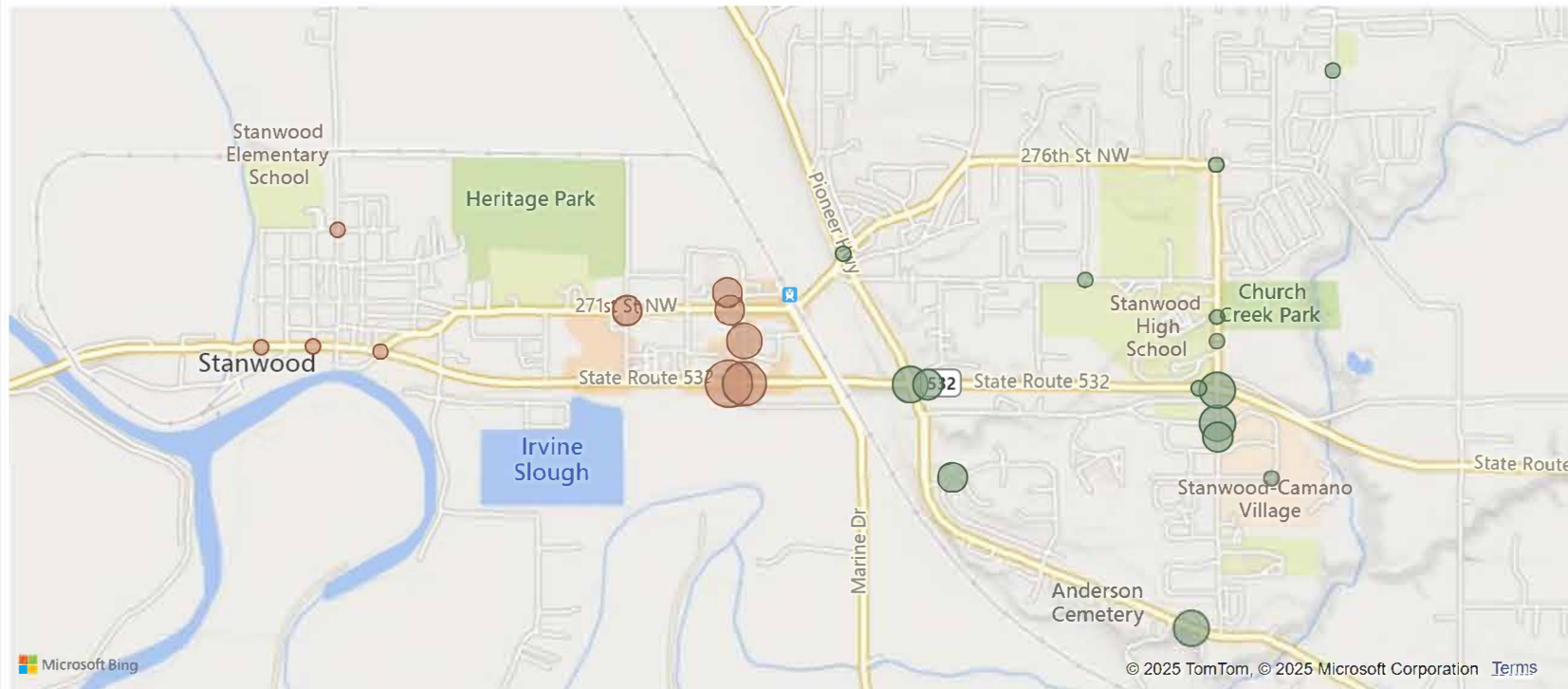
39

of Violations - This CY

53

Location of Citations this CY

Beat ● (Blank) ● STWE ● STWW



Total Violations

Month	2022	2023	2024	2025
January	7	19	22	26
February	12	39	16	27
March	11	27	13	
April	6	18	24	
May	11	24	26	
June	26	32	24	
July	30	10	21	
August	32	38	11	
September	37	39	27	
October	12	112	30	
November	15	28	17	
December	23	29	27	
Total	222	415	258	53

How Many Tickets Had More than One Citation?
2022 to present

193

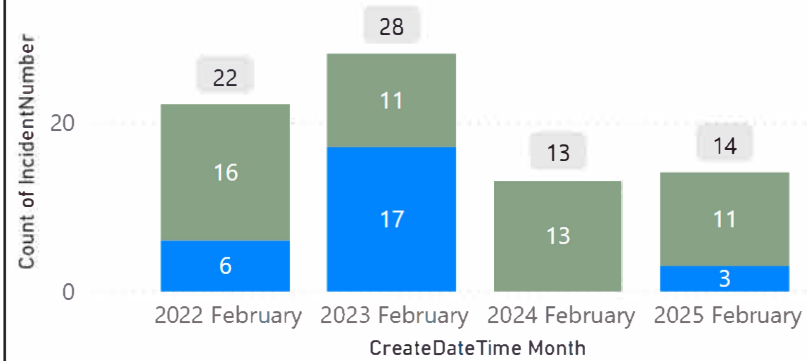
6.12



Alarms

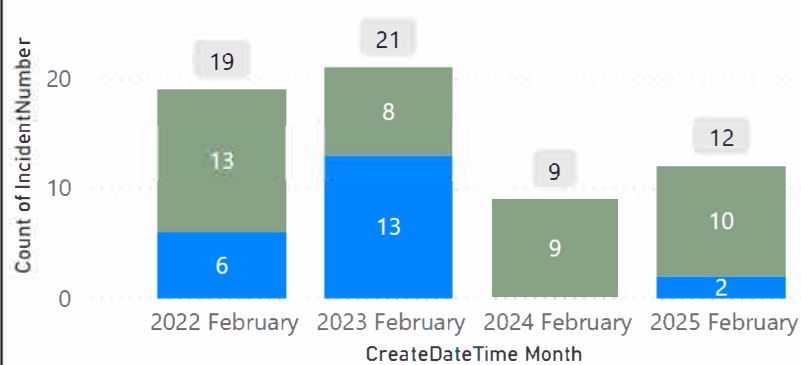
Alarms

Beat ● STWE ● STWW



Alarms that were False Alarms

Beat ● STWE ● STWW



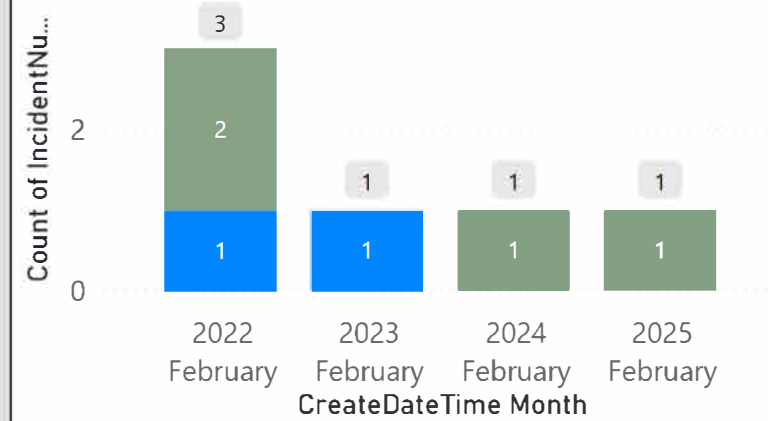
STWW & STWE

Year	Alarm
2024	September
	October
	November
	December
2025	January
	February

Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW

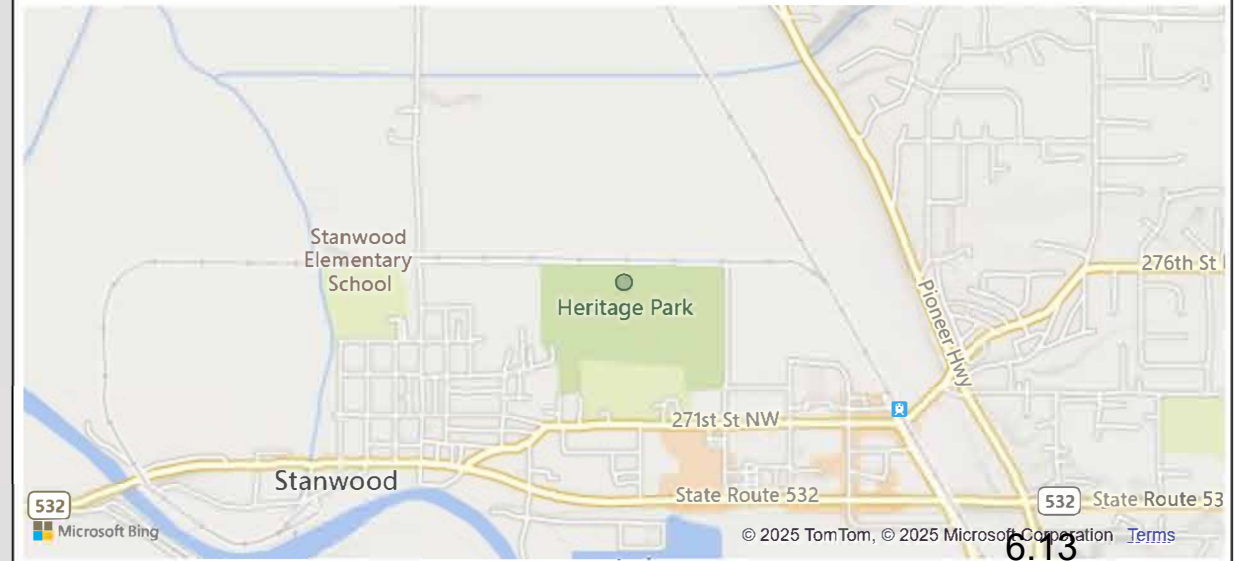


STWW & STWE

Year	Abandoned Vehicle
2024	September
	October
	November
	December
2025	January
	February

Abandon Vehicles Past Calendar Month, ThisYear

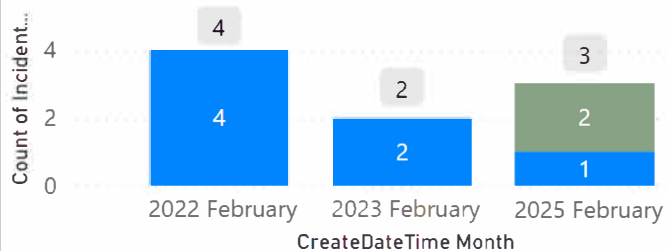
Beat ● STWW



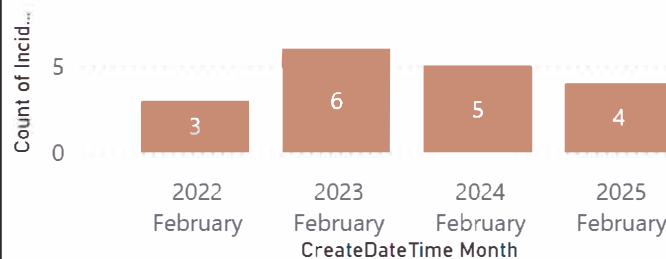


Stanwood West

IncidentType ● BHC ● Suicide

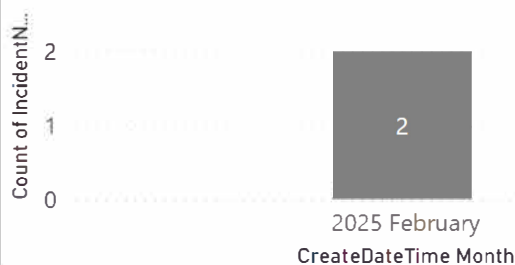


IncidentType ● Welfare Check



Death Investigations - STWW

IncidentType ● Death



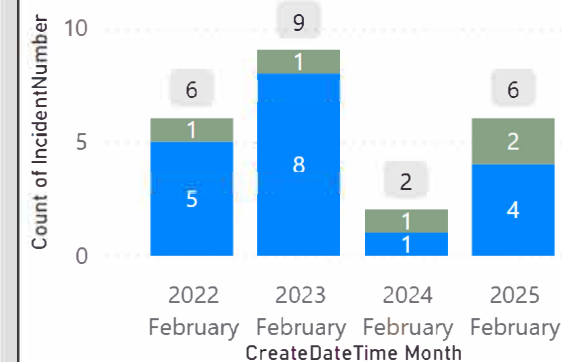
Year	BHC	Suicide
2024		
October		2
November	3	2
December	2	3
2025		
January	9	
February	1	2

Year	Welfare Check
2024	
September	3
October	2
November	4
December	1
2025	
January	8
February	4

Stanwood East

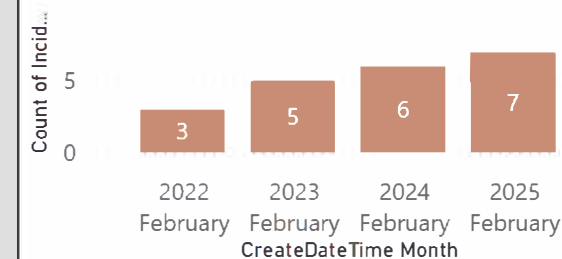
Year	BHC	Suicide
2024		
September	1	1
October	4	2
November	21	5
December	10	1
2025		
January	3	3
February	4	2

IncidentT... ● BHC ● Suicide

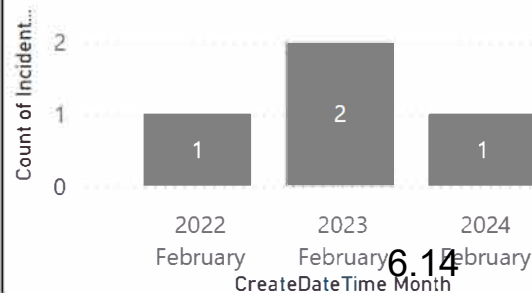


Year	Welfare Check
2024	
September	8
October	13
November	7
December	12
2025	
January	5
February	7

IncidentT... ● Welfare Check



IncidentT... ● Death



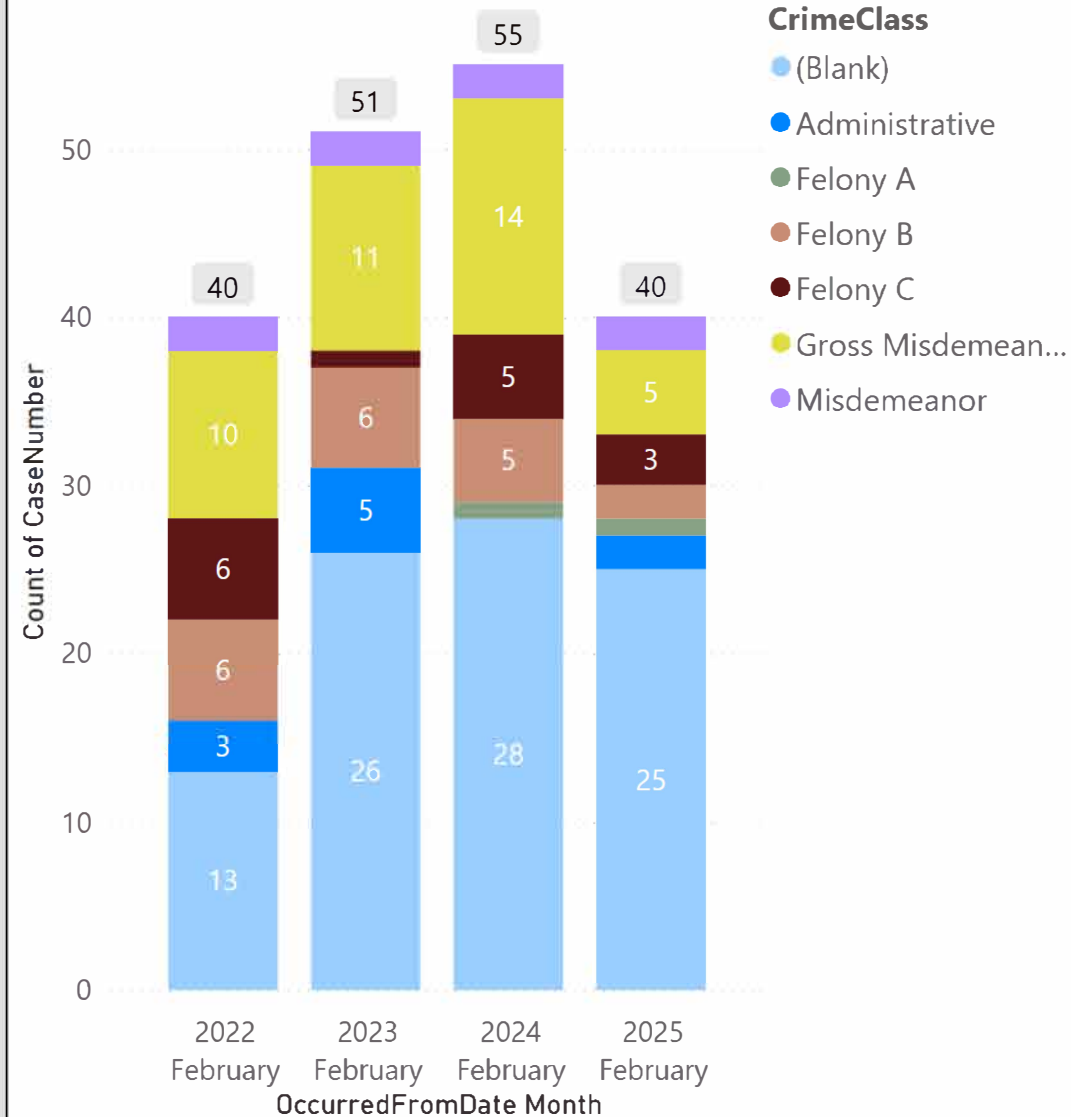


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

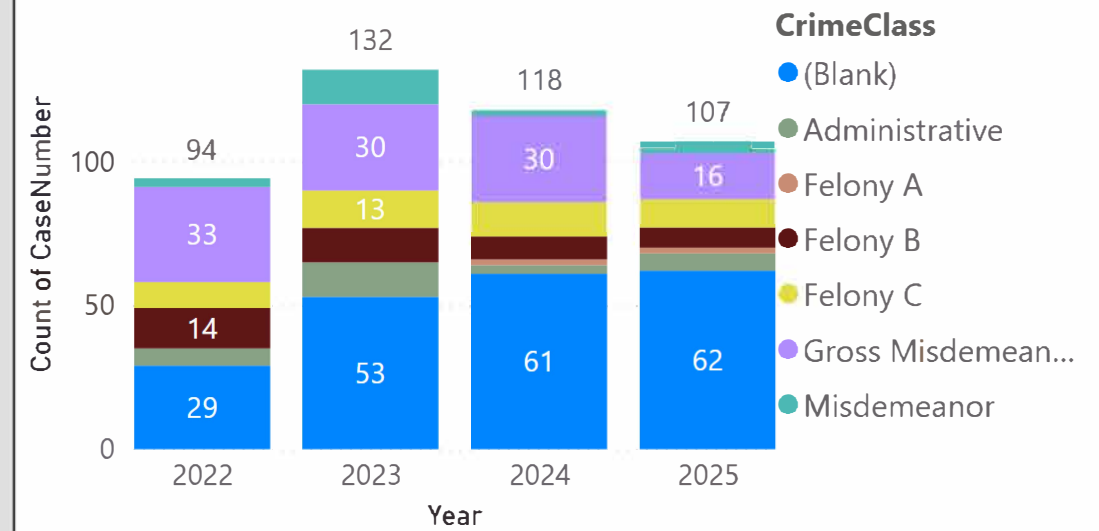
TOTAL CASES

IN THE STW BEAT

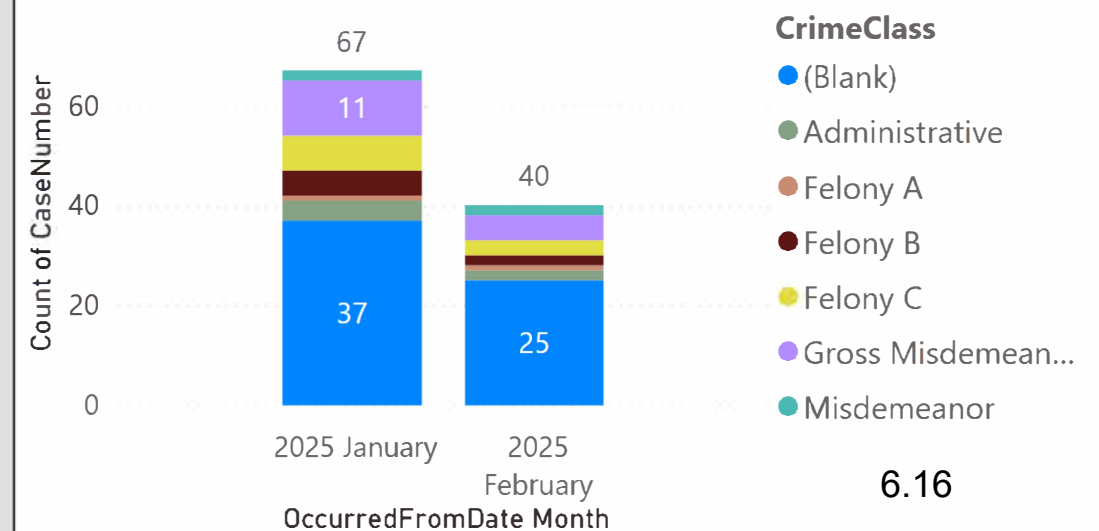
Cases, Previous Month, Yr over Yr



Case Count by Statute, Jan 1 - present, Yr over Yr

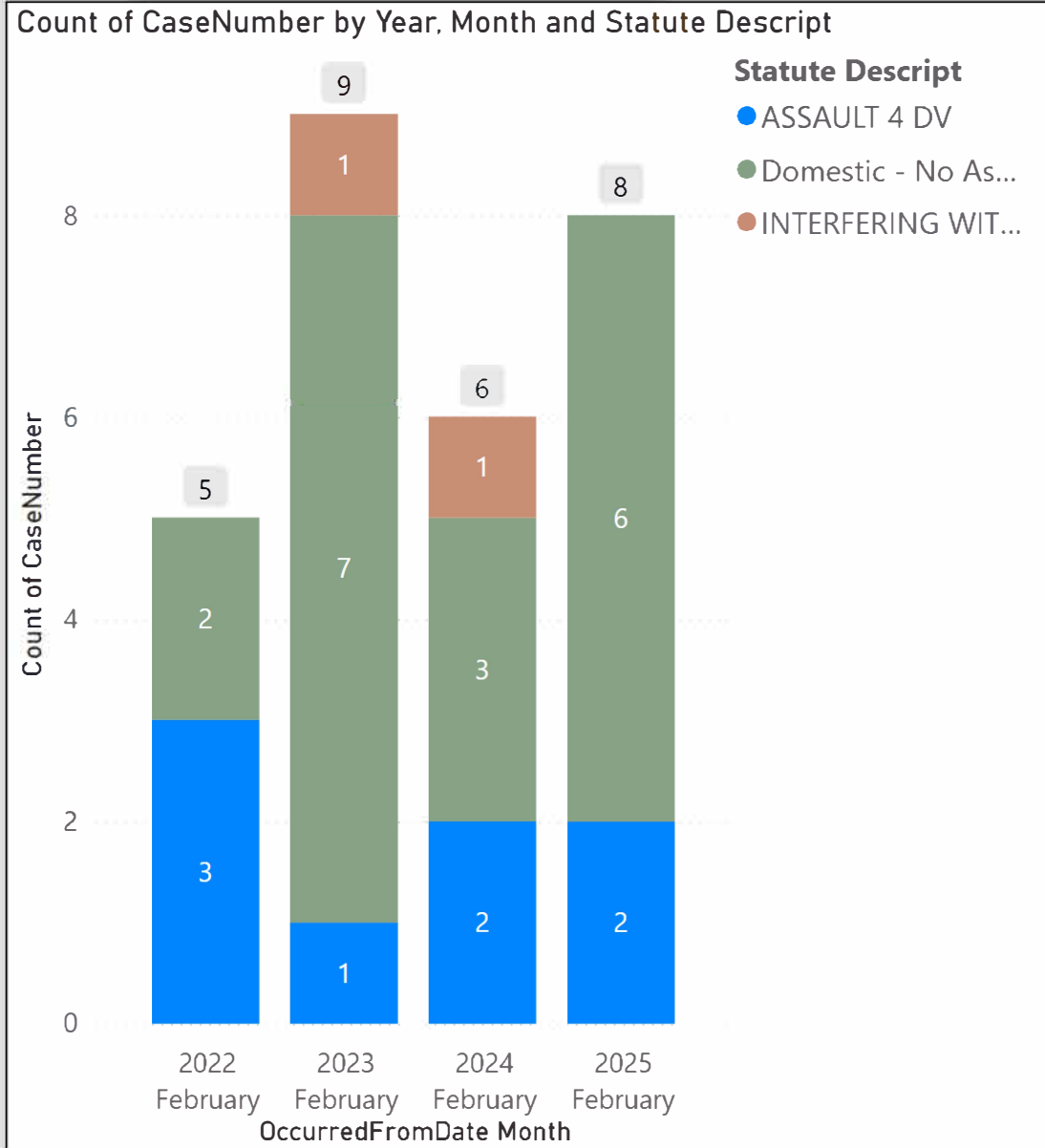


Case Count by Statute, Jan 1 - present, Current Year



Domestic Related CASES

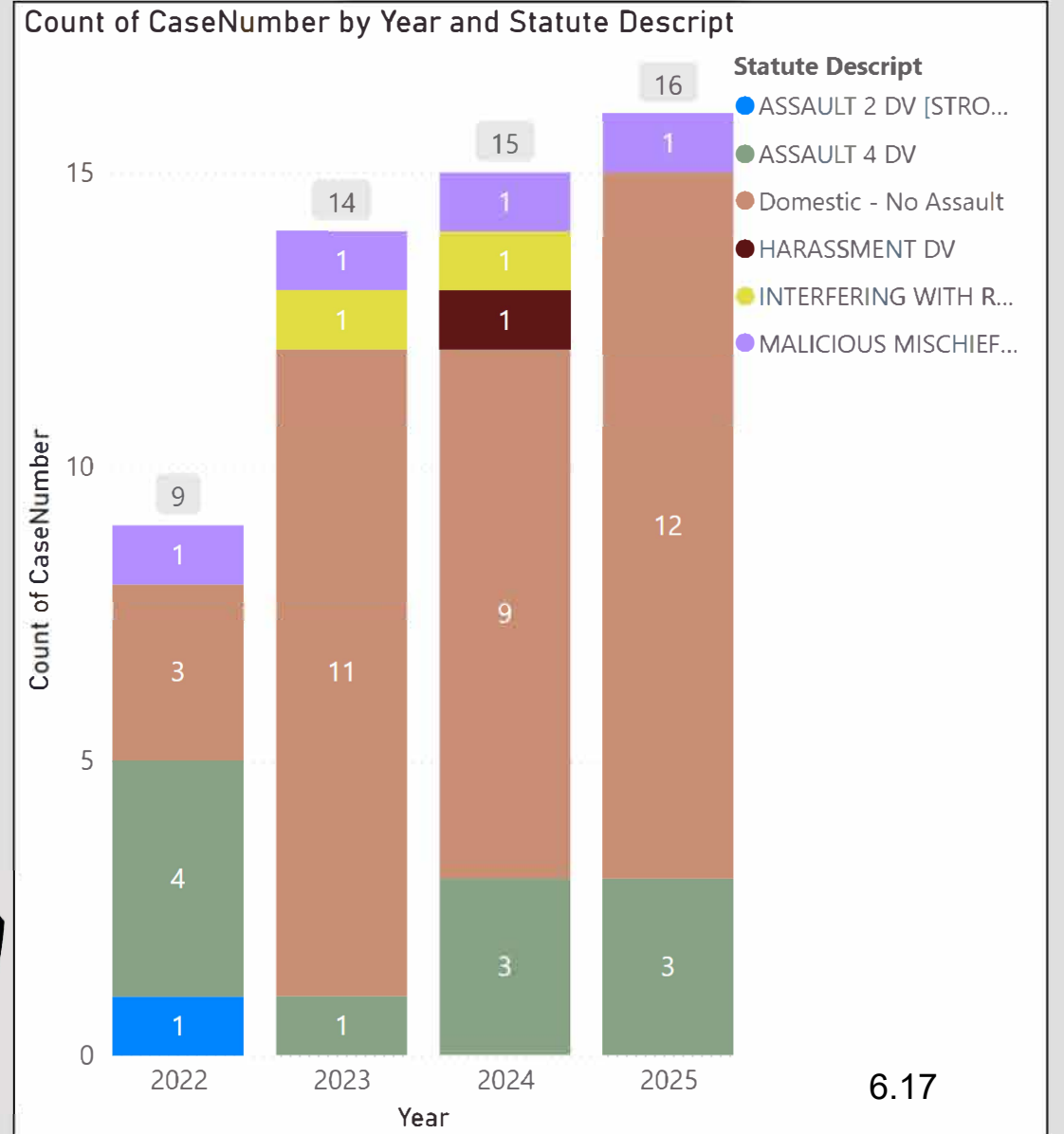
Previous Month Over Time



IN THE STW BEAT



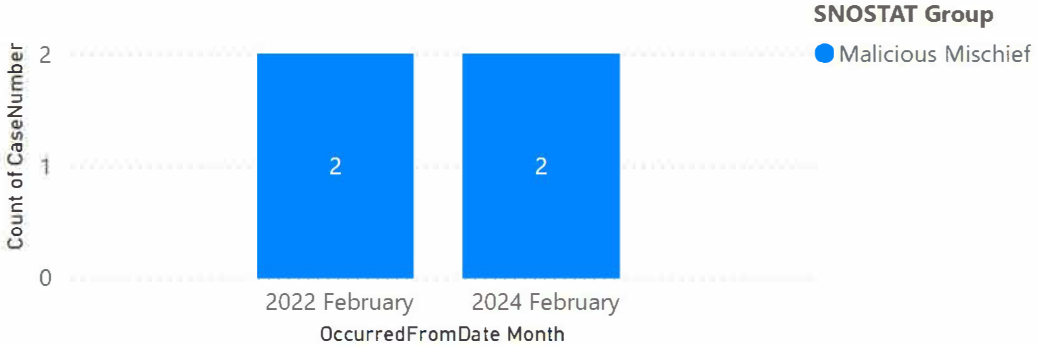
To Date By Year



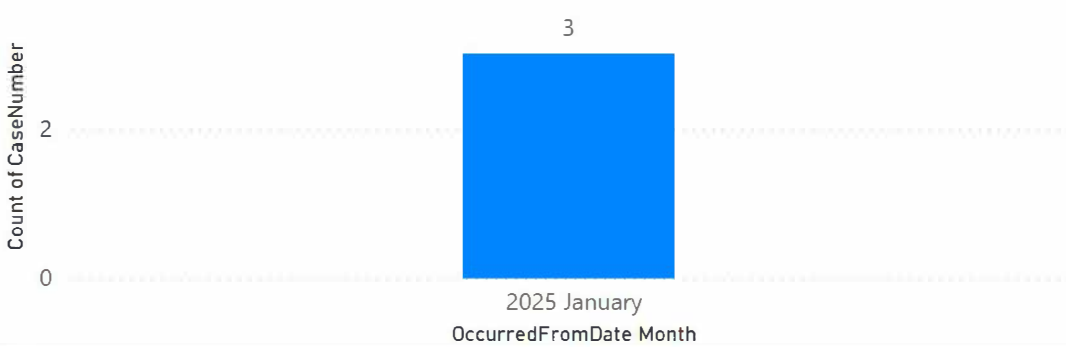


Malicious Mischief CASES

Case Counts Previous Month, Year over Year



Count of Cases Jan 1 to present date, 4 year overview



Cases in the past Calendar month, Current Year





Auto Theft CASES

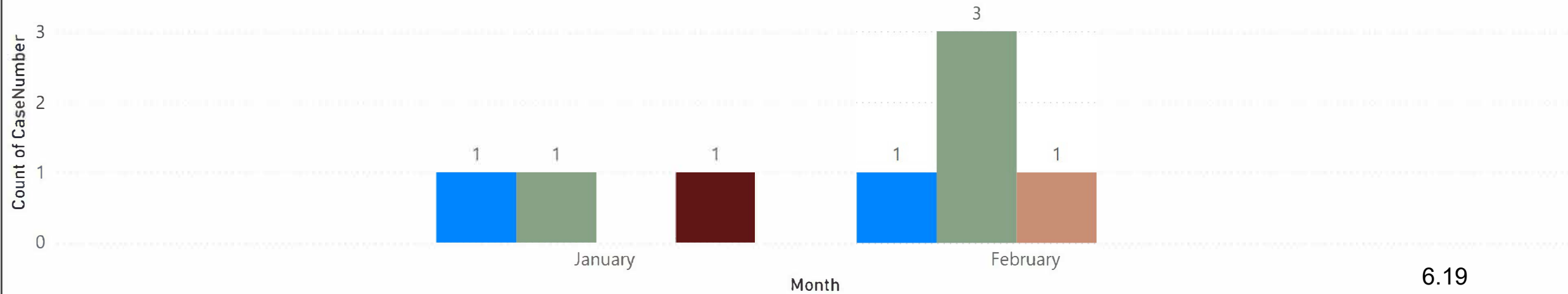
Past Six Calendar Months

Month ● January



Jan 1 - Present, each year

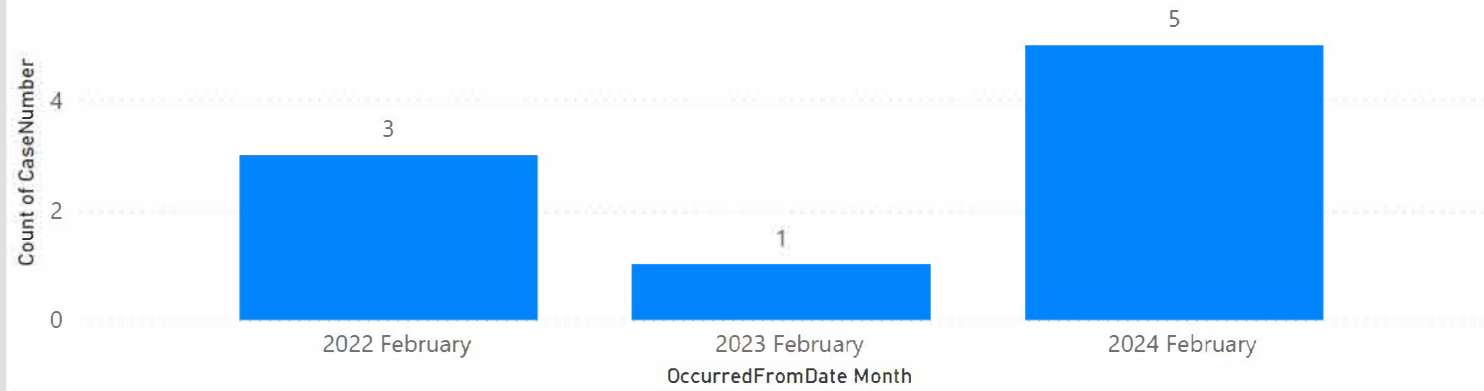
Year ● 2022 ● 2023 ● 2024 ● 2025





Vehicle Prowl CASES

Cases, previous month year over year



Jan 1 - Current Date, Year over Year

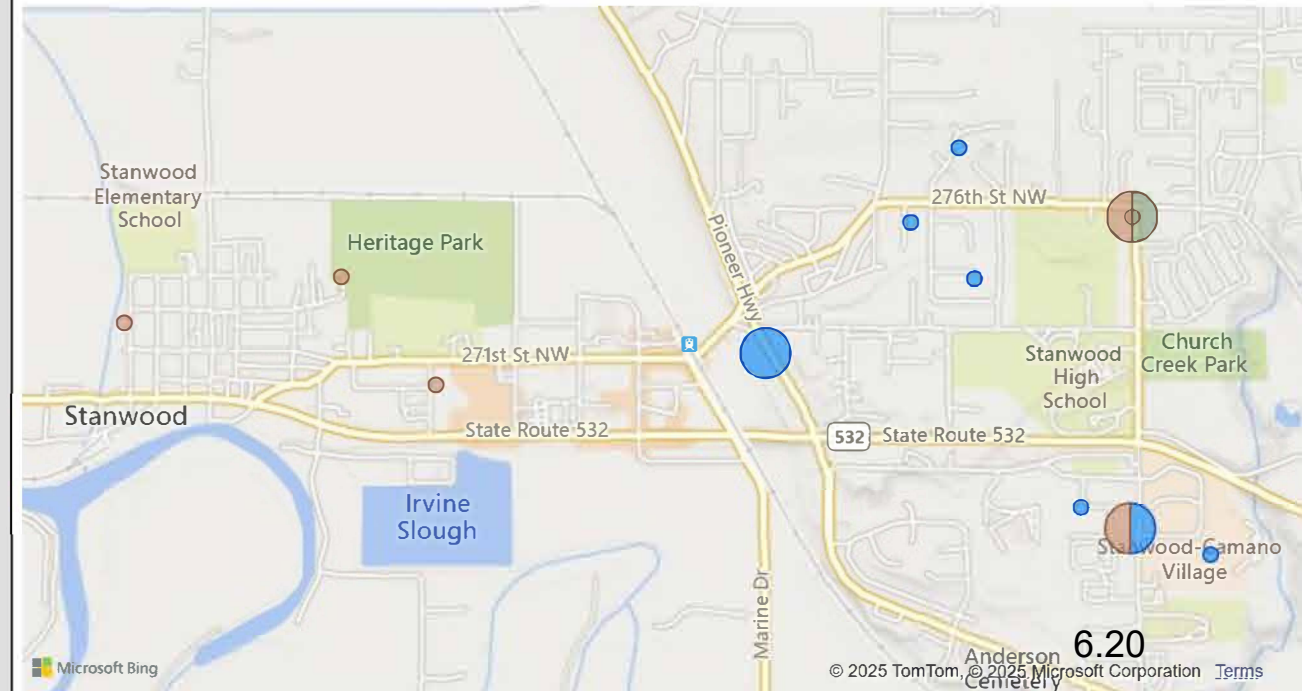
Year	Veh Prowl 2	Total
2022	8	8
2023	1	1
2024	6	6

Cases past six month to current date

OccurredFromDate Month

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024

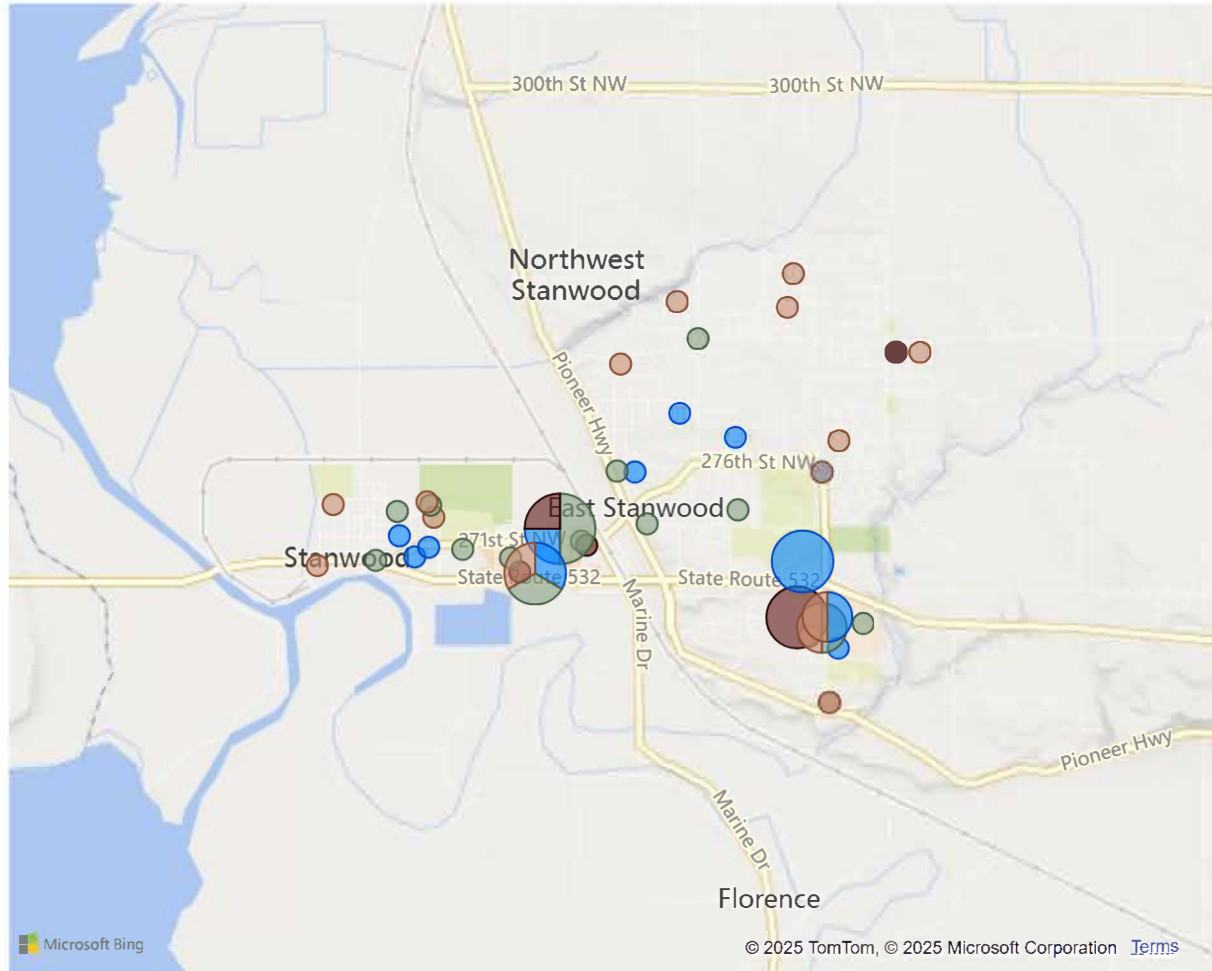




Theft CASES

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025



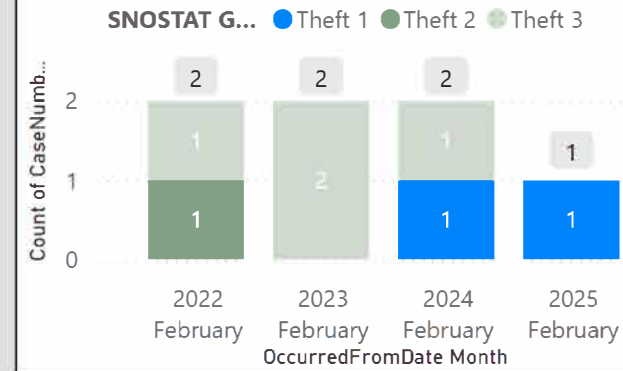
Jan 1 - Current Date

Beat	2022	2023	2024	2025
STWE	9	5	7	4
STWW	5	7	5	3
Total	14	12	12	7

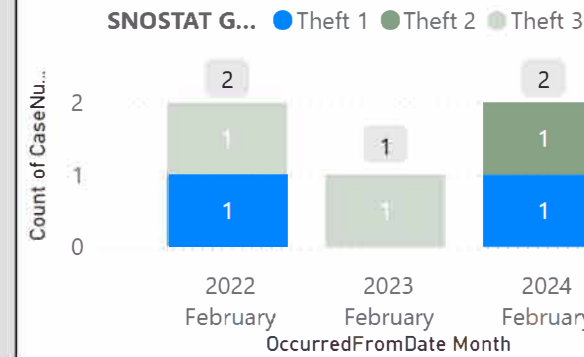
Current YTD

Year	STWE	STWW
▼		
📅 2025		
February		1
January	4	2

Stanwood West



Stanwood East





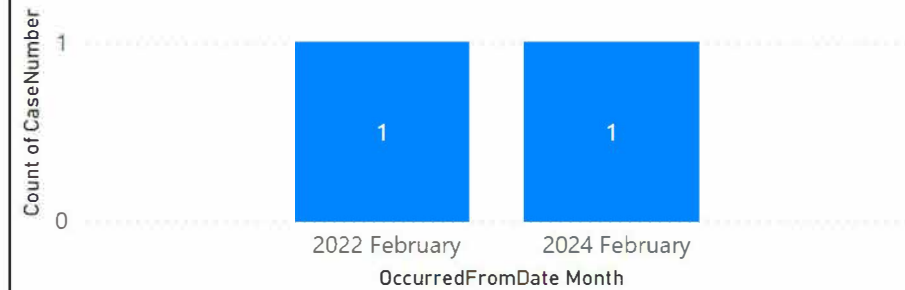
Burglary CASES

Jan 1 - Current Date

Year	STWE	STWW
2022	4	2
2023	4	1
2024	1	1
2025		1

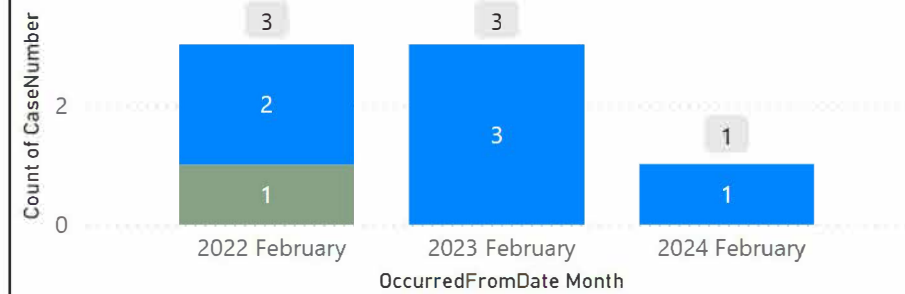
Stanwood West

SNOSTAT Group ● Burg 2 - Commercial



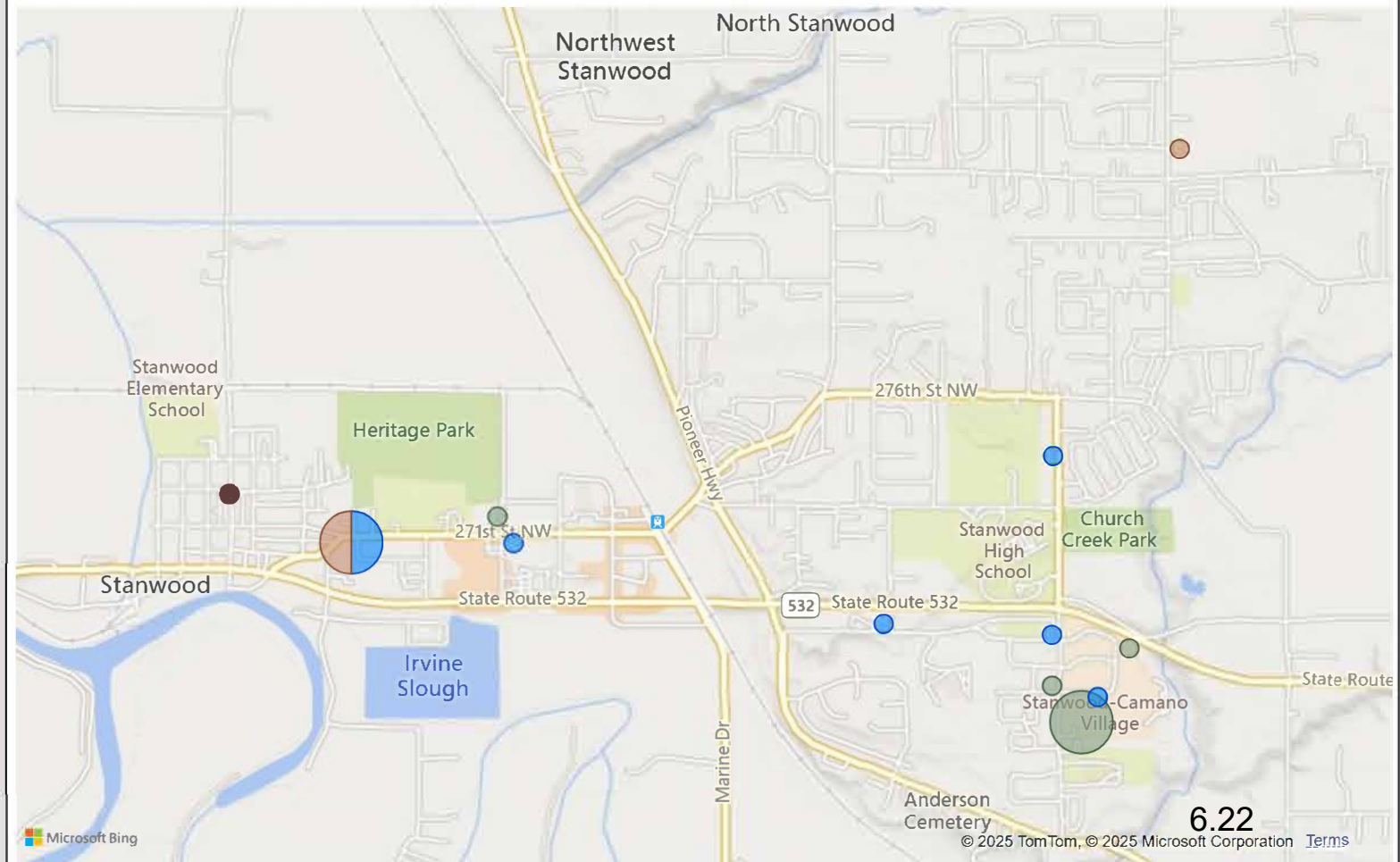
Stanwood East

SNOSTAT Group ● Burg - Residential ● Burg 2 - Commercial



Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7

DATE: March 13, 2025

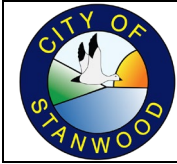
SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – March 3, 2025, Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the March 3, 2025, Public Works Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
March 3, 2025

Attendance:

Councilmembers: Darren Robb, Marcus Metz, and Andreena Bergman arrived at 5:55 pm

City Staff: Public Works Director Kevin Hushagen, City Engineer Alan Lytton

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website at [Agenda Center](#).

Call to order at 5:35 pm

Agenda Items:**Discussion items:**

- City Engineer, Alan Lytton, presented the committee with the alignment of proposed sidewalk on the west side of 72nd Ave continuing on the north side of 272nd St NW. Alan explained a slight jog in the alignment and the need to obtain ROW. The committee was in approval of the proposed alignment and asked Alan to proceed with design.
- Alan presented to the committee the plan for an overlay on 80th Ave NW from 279th Pl NW north to approximately 283rd St NW. The project will also include sidewalk from 283rd St NW north to the entrance into Chandler's Reserve.
- Alan presented the committee with a proposal to construct a pump track at Heritage Park. The proposal was to contract with American Ramp Company through the National Joint Powers Alliance (NJPA) to design and construct the track. The committee agreed with this arrangement and asked Alan to bring a contract to full Council.
- Alan presented the committee with a draft Request for Proposal (RFP) to be sent out soliciting the design and installation of playground equipment at Heritage Park. The committee was in support of sending out an RFP.

Selection of Public Works Committee Chair:

- Committee member Metz nominated committee member Robb, seconded by committee member Bergman and chair position accepted by committee member Robb.

Public Comment

<u>Name</u>	<u>City</u>	<u>Topic</u>
Peter Kamb	Stanwood	Comments regarding the 72 nd Ave and 272 nd Street sidewalk project and the Heritage Park playground equipment RFP.

Adjourn: Chair Robb adjourned the meeting at 6:56 p.m.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: March 13, 2025

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 39306 through 39336 and electronic fund transfers in the amount of \$308,863.97 Approve issuance of Washington Federal payroll electronic fund transfers in the amount of \$51,050.00.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 39306 THROUGH 39336 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$308,863.97. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$51,050.00.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 10:47:32 Date: 03/06/2025

02/14/2025 To: 03/06/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
753	02/21/2025	Payroll	3	EFT		3,350.00	February 2025 Draw
754	02/21/2025	Payroll	3	EFT		1,800.00	February 2025 Draw
755	02/21/2025	Payroll	3	EFT		2,500.00	February 2025 Draw
756	02/21/2025	Payroll	3	EFT		2,500.00	February 2025 Draw
757	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
758	02/21/2025	Payroll	3	EFT		1,100.00	February 2025 Draw
759	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
760	02/21/2025	Payroll	3	EFT		1,000.00	February 2025 Draw
761	02/21/2025	Payroll	3	EFT		2,400.00	February 2025 Draw
762	02/21/2025	Payroll	3	EFT		3,000.00	February 2025 Draw
763	02/21/2025	Payroll	3	EFT		4,000.00	February 2025 Draw
764	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
765	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
766	02/21/2025	Payroll	3	EFT		1,800.00	February 2025 Draw
767	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
768	02/21/2025	Payroll	3	EFT		1,500.00	February 2025 Draw
769	02/21/2025	Payroll	3	EFT		1,800.00	February 2025 Draw
770	02/21/2025	Payroll	3	EFT		1,000.00	February 2025 Draw
771	02/21/2025	Payroll	3	EFT		2,800.00	February 2025 Draw
772	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
773	02/21/2025	Payroll	3	EFT		500.00	February 2025 Draw
774	02/21/2025	Payroll	3	EFT		4,500.00	February 2025 Draw
775	02/21/2025	Payroll	3	EFT		1,500.00	February 2025 Draw
776	02/21/2025	Payroll	3	EFT		2,000.00	February 2025 Draw
821	02/18/2025	Claims	3	EFT	Washington Federal Bank	442.46	February Fees WAFD
919	02/26/2025	Claims	3	EFT	WA St Dept of Revenue **	15,498.56	Jan 2025 excise tax paid in Feb 2025
920	02/26/2025	Claims	3	EFT	HSA Bank	7.50	February Fee
930	02/27/2025	Claims	3	EFT	Advanced Analytical Solutions, LLC	432.30	001204
931	02/27/2025	Claims	3	EFT	Atwell, LLC	9,070.00	City of Stanwood
932	02/27/2025	Claims	3	EFT	Atwell, LLC	18,352.50	City of stanwood
933	02/27/2025	Claims	3	EFT	Databar Inc.	1,343.71	8952; 8952
934	02/27/2025	Claims	3	EFT	Eurofins Environment Testing NW	35.00	STA01
935	02/27/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	STA23
936	02/27/2025	Claims	3	EFT	Eurofins Environment Testing NW	289.00	STA23
937	02/27/2025	Claims	3	EFT	Eurofins Environment Testing NW	416.00	STA23
938	02/27/2025	Claims	3	EFT	Eurofins Environment Testing NW	1,610.00	STA01
939	02/27/2025	Claims	3	EFT	Cole F Ferguson	110.00	City of Stanwood
940	02/27/2025	Claims	3	EFT	Kimley Horn & Associates, INC.	9,218.00	City of Stanwood
941	02/27/2025	Claims	3	EFT	Konnerup Construction Inc	31,303.50	City of Stanwood
942	02/27/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	13,057.50	City of Stanwood
943	02/27/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	1,192.50	City of Stanwood
944	02/27/2025	Claims	3	EFT	Perteet Inc.	12,228.75	City of Stanwood
945	02/27/2025	Claims	3	EFT	Perteet Inc.	6,192.50	City of Stanwood
946	02/27/2025	Claims	3	EFT	RH2 Engineering Inc	16,446.30	City of Stanwood
947	02/27/2025	Claims	3	EFT	RH2 Engineering Inc	6,576.45	City of Stanwood
948	02/27/2025	Claims	3	EFT	RH2 Engineering Inc	4,226.03	City of Stanwood
949	02/27/2025	Claims	3	EFT	RH2 Engineering Inc	1,259.81	City of Stanwood
950	02/27/2025	Claims	3	EFT	Stanwood Auto Parts	30.58	56100
951	02/27/2025	Claims	3	EFT	Stanwood Auto Parts		

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 10:47:32 Date: 03/06/2025

02/14/2025 To: 03/06/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
959	02/27/2025	Claims	3	EFT	Vestis	52.68	937963000
1153	03/03/2025	Claims	3	EFT	US Bank St Paul	57,510.00	2022 W & S Rev Bonds Int pymt STAWSREV22
1154	03/03/2025	Claims	3	EFT	Heartland Payment Systems	339.96	March fees for Feb 2025
1157	03/04/2025	Claims	3	EFT	Chase Paymentech	2,551.18	March fees for Feb 2025
984	02/27/2025	Claims	3	39306	USA Bluebook	2,431.00	478228; 478228; 478228; 478228
960	02/27/2025	Claims	3	39307	Bonner Electrical Contracting LLC	8,640.83	City Stanwood
961	02/27/2025	Claims	3	39308	Builders Exchange of Washington Inc	138.55	City of Stanwood
962	02/27/2025	Claims	3	39309	Cannons Baseball 9U	17.48	City of Stanwood
963	02/27/2025	Claims	3	39310	City of Everett *	470.00	STACITG
964	02/27/2025	Claims	3	39311	Community Resources Foundation	1,621.50	City of Stanwood
965	02/27/2025	Claims	3	39312	Global Industrial	309.87	7066636
966	02/27/2025	Claims	3	39313	Gray & Osborne Inc	11,553.65	City of Stanwood
967	02/27/2025	Claims	3	39314	Hamilton Lumber & Rentals	55.96	City of Stanwood
968	02/27/2025	Claims	3	39315	Lenz Enterprises, Inc.	790.62	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
969	02/27/2025	Claims	3	39316	ODP Business Solutions, LLC	617.00	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
970	02/27/2025	Claims	3	39317	Owen Equipment Company	352.02	36577; 36577
971	02/27/2025	Claims	3	39318	PUD Of Snohomish County *	1,918.93	200103539; 200794063; 202423729; 201942398
972	02/27/2025	Claims	3	39319	Pitney Bowes Inc- Global Financial Svc	240.88	0013214658
973	02/27/2025	Claims	3	39320	Ricoh USA, Inc-Maint	24.68	4250811; 4250811
974	02/27/2025	Claims	3	39321	Ricoh USA, Inc.	359.46	1316669-3887627; 1316669-3800642
975	02/27/2025	Claims	3	39322	Safeway	37.38	191483
976	02/27/2025	Claims	3	39323	Skagit Farmers Supply	575.29	135052; 135052; 135052; 135052
977	02/27/2025	Claims	3	39324	Skagit Valley Publishing	283.14	48893; 48893
978	02/27/2025	Claims	3	39325	Sno Co Dept Of Emergency Management	3,191.50	DEMSTNWD
979	02/27/2025	Claims	3	39326	Sno Co Human Services Dept *	607.12	HSALC021
980	02/27/2025	Claims	3	39327	Sno Co Information Services *	14,624.56	DIS1107
981	02/27/2025	Claims	3	39328	Stanwood Ace Hardware #14901	621.05	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
982	02/27/2025	Claims	3	39329	UPS Store #4798	22.56	City of Stanwood CU00060036
983	02/27/2025	Claims	3	39330	US Bank Na Custody/ Treas Div- Money Ctr	157.00	Xxx717 City of Stanwood
985	02/27/2025	Claims	3	39331	Valdez Construction, Inc.	3,308.59	City of Stanwood
986	02/27/2025	Claims	3	39332	WA St Auditor's Office	13,221.21	City of Stawood
987	02/27/2025	Claims	3	39333	WA St Department Of Health	4,970.10	City of Stanwood 83650 H
988	02/27/2025	Claims	3	39334	WA St Dept of Licensing *	570.00	City of Stanwood
989	02/27/2025	Claims	3	39335	Washington State Patrol *	291.00	City of Stanwood 0000015959
990	02/27/2025	Claims	3	39336	Ziply Fiber	1,602.35	206-1880411-053105-5; 360-629-4907-072497-5

001 General Fund	99,296.76
101 Street Fund	5,183.05
103 Street Construction Fund	64,518.84
104 Park And Trail Improvement Fund	14,295.00
110 Building Improvement Fund	2,888.41
115 Tourism And Marketing	175.55
401 Sewer Fund	24,864.06

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 10:47:32 Date: 03/06/2025

02/14/2025 To: 03/06/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		403 Sewer Construction Fund				3,732.95	
		410 Drainage Fund				63,590.98	
		411 Drainage Construction Fund				18,352.65	
		421 Water Fund				32,620.42	
		422 Water Construction Fund				29,534.30	
		630 Agency Fund				861.00	
							Claims: 308,863.97
		* Transaction Has Mixed Revenue And Expense Accounts				359,913.97	Payroll: 51,050.00

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 Tim Niebruegge Date: 3/6/2025
() Deputy Finance Director



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b
DATE: March 13, 2025
SUBJECT: City Council Meeting Minutes – February 27, 2025
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for February 27, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE FEBRUARY 27, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

CITY OF STANWOOD
Regular Meeting of the City Council
February 27, 2025 | 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: Dani Gaumond, Marcus Metz, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director Hammond, Public Works Director Kevin Hushagen, City Attorney Nikki Thompson, Police Sgt. Karl Gilje, City Engineer Alan Lytton, and City Clerk Lisa Sokolik. Utilities Supervisor Leigh Danielson attended via Zoom

3. Approval of the Agenda

Mayor Roberts requested to amend the agenda by removing item 4a. Stanwood High School Update.

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

4. Presentations

b. Heritage Park Dugout Enclosure Grant Award.

Snohomish County Councilmember Nate Nehring presented the city a grant award of \$46,691.00 for the Heritage Park dugout enclosure project. This grant was made possible from the Snohomish County's Real Estate Excise Tax Grant fund.

5. Public Comment

Written Comment

<u>Name</u>	<u>City</u>	<u>Topic</u>
Emily Kim	Camano Island	Support for renewing the Ovenell park lease.

Verbal Comment

Cathy Wooten	Stanwood	Read a statement from Andrew Davis, President of Puget Sound Public Farms which included a 2024 year-end report for the Ovenell Park Community Garden and a summary of community involvement.
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Al Schreiber

Stanwood

Thanked council for following a process that is open and transparent and for considering all stakeholders when making decisions.

Vivian Henderson

Support for renewing the Ovenell park lease.

6. Staff / Department Report

7. Council Committee Reports

- a. Planning Commission Meeting Minutes – January 13, 2025

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – February 13, 2025
- c. Approve City Council Workshop Minutes – February 13, 2025
- d. Authorize the Mayor to Sign a Contract with Earthwork Solutions for the Pioneer Highway Sewer Upgrade Project
- e. Authorize the Mayor to Sign a Contract Amendment with Snohomish County Sheriff's Office
- f. Authorize the Mayor to Sign a Lease Agreement with Puget Sound Public Farms for the Public Farm at Ovenell Park

*Motion by Councilmember Metz, second by Councilmember Bergman to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for February 13, 2025, C. approve city council workshop minutes for February 13, 2025, D. authorize the Mayor to sign a contract with Earthwork Solutions for the Pioneer Highway Sewer Upgrade project, E. authorize the Mayor to sign a contract amendment with Snohomish County Sheriff's Office, and F. authorize the Mayor to sign a lease agreement with Puget Sound Public Farms for the Public Farm at Ovenell Park. **Motion carried unanimously.***

9. Unfinished Business

10. Public Hearing

11. New Business

- a. Approve First Reading of Ordinance 1546 Amending SMC 2.02 regarding Council Meeting Schedule

This item was introduced and discussed at the February 13th Council Workshop. Director Hammond opened the discussion by stating that the current four standing committee system is working fine, so council can take it's time to discuss and make sure any policy changes will also benefit future councils, future staff and future community members.

Council discussed, asked questions, and made comments.

*Motion by Councilmember Shepro, second by Councilmember Gaumond to table this item until the next city council workshop. **Motion failed 3 yeas, 4 nays.***

Council continued discussing and gave examples of how they envision how and when a committee of the whole could meet.

No action taken.

12. Public Closing Comments

No public closing comments.

13. Executive/Legislative Reports

a. Mayor's Report

Mayor Roberts read a letter of gratitude written by Fire Chief John Cermak to Council and staff; the letter is attached to these minutes.

b. City Administrator Report

Had a good meeting with the new interim school superintendent. The school district is interested in renting a barn at Ovenell for FAA to raise their pigs, but they will need power. Andrew Davis, Puget Sound Public Farms has also requested power, so staff will bring quotes to council for review.

c. Councilmember's Report/Questions

- Thank you to Snohomish County Councilmember Nate Nehring for presenting the city a grant for \$46,691.00.
- Glass Quest was a success this year.
- At a recent Economic Alliance of Snohomish County meeting, the projected economic growth for Everett and Snohomish County was discussed, and it is a huge number. As people move north for jobs, they will be looking at Stanwood to live, we need to pay attention and be prepared.

14. Executive Session

No executive session scheduled for this meeting.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:15 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

Mayor Sid Roberts:

Please read at council if so chosen-

It is with great honor that I send this letter of gratitude for the amazing partnership I've had serving as the Fire chief of NCRFA and relationship with the City of Stanwood. In 38 years, I can honestly say that this city has been the most professional, transparent, and public safety focused city and community that I have ever served. Not all operate in that fashion. We have passed all levies attempted during this period that has assisted in hiring 30 additional firefighters, created a community Resource Paramedic Program, developed a much needed training center for the entire area, staffing a fire engine/aid unit at a previously unstaffed fire station 96, on 300th and I5, that equally serves all the RFA, City of Stanwood, and City of Arlington, Smokey Point area.

In 2014, I was named fire chief after a National search and testing process which received 60 candidates for NCRFA fire chief. I immediately observed an amazing small town with charm and professionalism. This community is the most giving and caring group of citizens I have served.

I have served multiple councils and Mayors that have transitioned into office in the City of Stanwood that all have the community as its first priority. The staff! Wow! They rock. Previous City administrator, Deborah Knight- smart and strategic leader that knew her craft. Shawn- calm, cool and collected. Allows his people to do their job with full support. David- when he took a short hiatus, then transitioning Mayor Roberts and I met, and all I could say is, "You've got to get him back!" David was on my short list if something happened to my finance director. Always accounting and justifying funds used. Patricia- what can I say! The best community development director I have ever encountered. Amazingly knowledgeable! She cares about community safety and public safety. She always took into account my public safety concerns about fire prevention and was a great partner in transitioning codes to make our buildings safer. Our police chiefs- Rick, Norm, Jason were all amazing partners. We always had open, direct, and strong conversations about community safety and best public safety practices. I saved Kevin for last, because my first interaction was three days into my new job when a major flood caused us to build Fort Freeburg and sand the highway. Managing disasters are somewhat similar, but each having its own flavor. I was used to earthquakes, civil unrest, large wildland fires, but never a flood. I immediately knew I could look to Kevin for technical answers to those different flavors relating to floods. We were anticipating a tough conversation with the railroad all while dealing with all that comes with managing a disaster. Kevin, Rick Hawkins, Mayor Kelly, and I manned the EOC for three days, declaring an emergency to ensure maximum assistance during the disaster, navigating

Lenz for sand and supplies, the Railroad closure, the volunteers annex to fill sand bags, and coordinating with Snohomish County EOC. I knew at this point that Kevin knew everyone and everything about the skeleton, organs, and operations of the city. He has been an amazing partner in our emergency management team!

It is with great honor and gratitude that I was privileged to serve this great community. We have been through multiple flood events that each react different, requiring an amazing team to mitigate. We made it through COVID being the second agency in the state to have an elder care facility affected and successfully mitigated. What you can't measure is the partnership that it takes to protect your public. All of these people are truly the most professional people I have served beside. I close with a big thank you for who you are and the transparency and professionalism you exude!

Sincerely,

John



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 11

DATE: March 13, 2025

SUBJECT: Authorize the Mayor to Sign a Contract with American Ramp Company for the Heritage Park Pump Track Project

CONTACT PERSON: Alan Lytton, City Engineer

ATTACHMENTS: A – Exhibit A – Scope of Work

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with American Ramp Company (ARC), a Sourcewell cooperative purchasing contract vendor, to complete the construction and installation of a Bella Solutions pump track at Heritage Park.

BACKGROUND

The 2025-2026 budget and capital improvement plan include the construction of a pump track at Heritage Park. This pump track is also included in the Heritage Park master plan. It will be located immediately to the East of the skate park. The pump track includes 433 feet of path taking up a total area of 13,576 square feet. American Ramp Company specializes in the design and construction of pump tracks throughout the United States, working on several in the State of Washington this year. The Sourcewell cooperative purchasing contract will be used for this purchase under Contract Number 112420-ARC. American Ramp's Bella Solutions brand is the only pump track authorized to hold Union Cycliste International events.

ANALYSIS

Fiscal Impact			
Fund(s):	594 76 63 18 (500,000)		
Amount:	500,000	Project Estimate:	\$493,201.95
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends proceeding with the construction of the pump track using American Ramp Company. Using the Sourcewell purchasing network will provide Stanwood with the best product and ensure our track is safe for the public.

Committee/Board Recommendation:

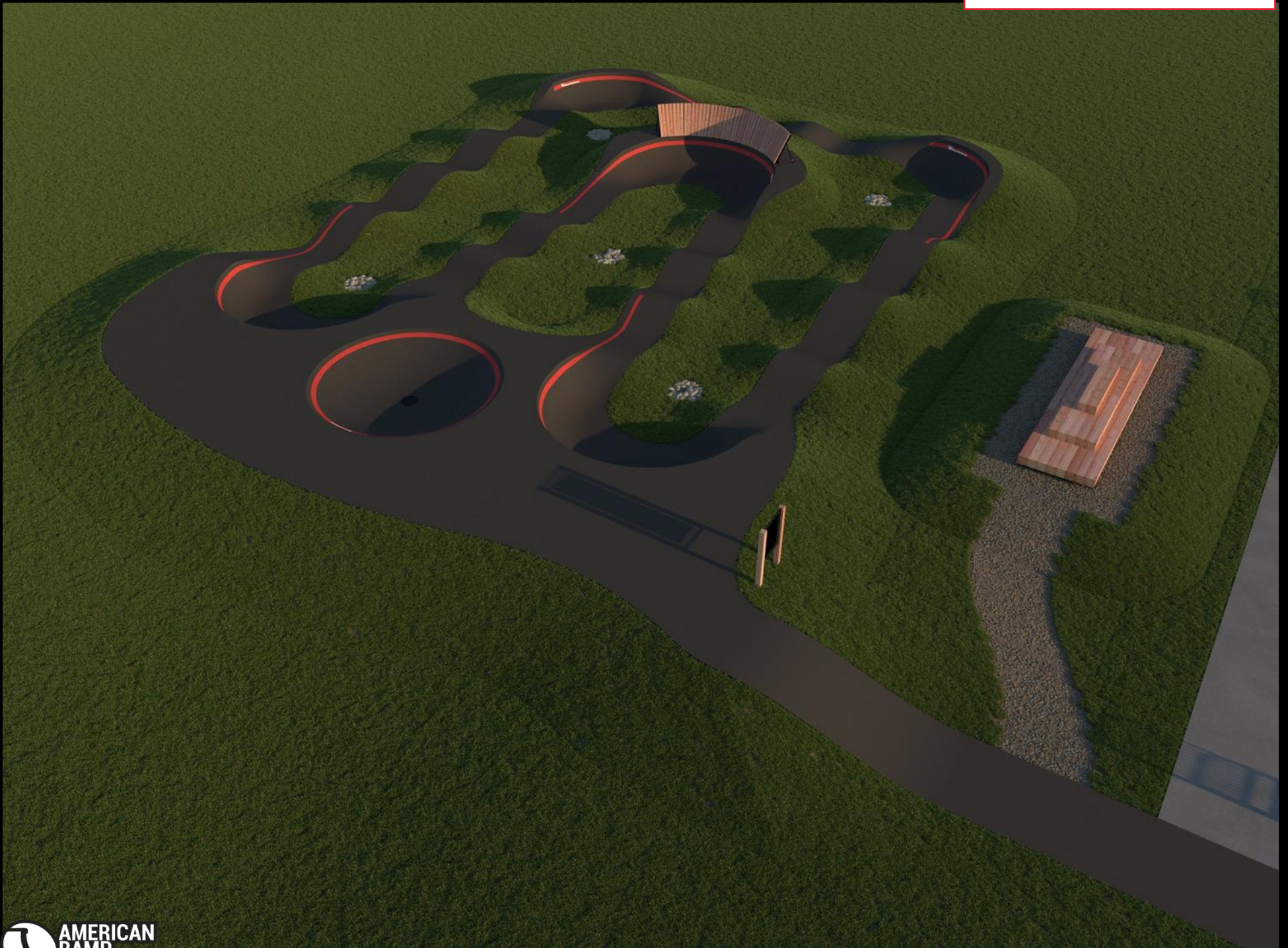
The Public Works Committee was briefed on the project, and formally recommended it.

COUNCIL OPTIONS

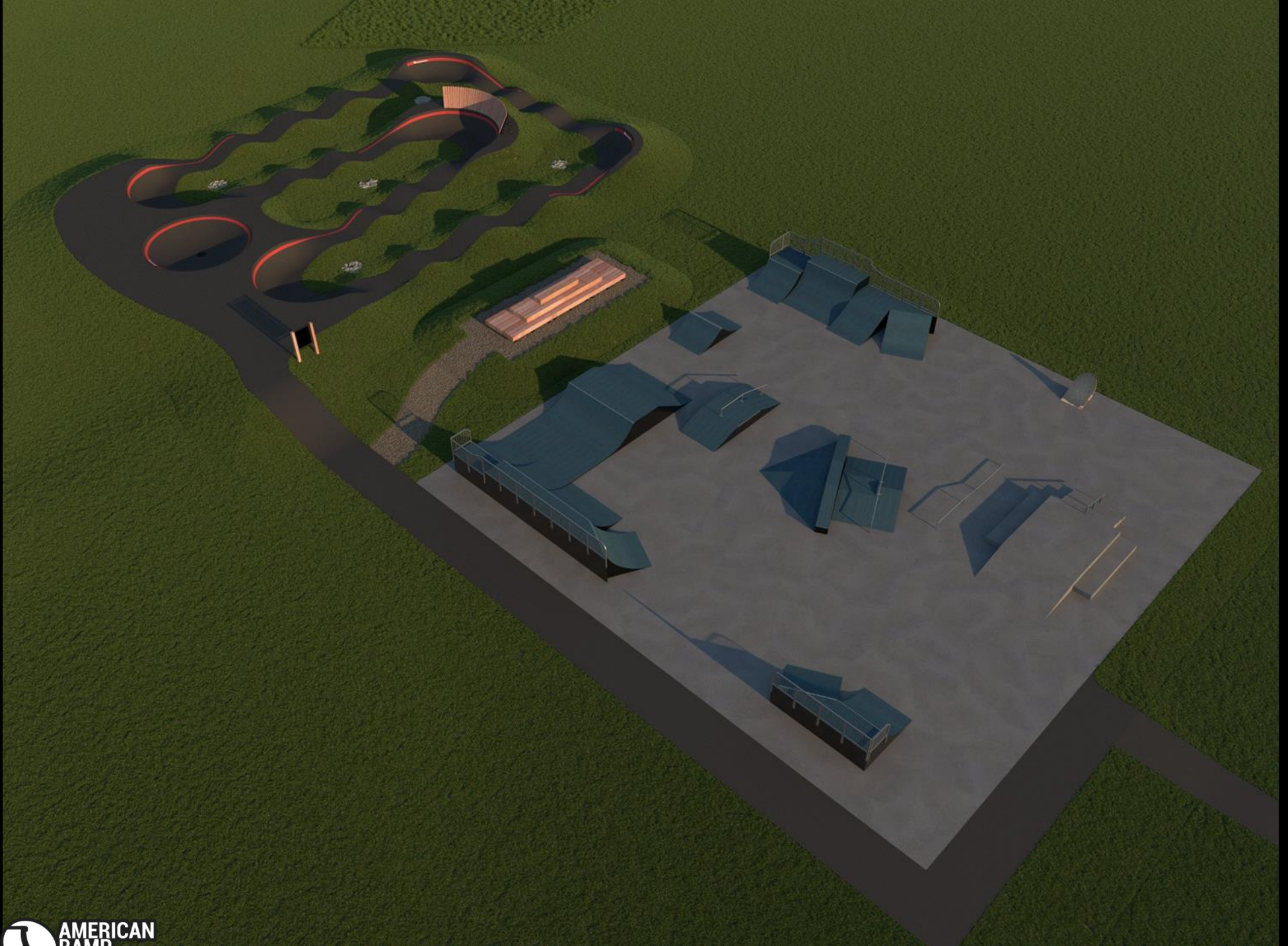
1. Authorize the Mayor to sign a contract with American Ramp Company, a Sourcewell vendor, to construct the Heritage Park Pump Track.
2. Send back to the Public Works Committee for additional discussion.
3. Reject or amend the proposal and delay project.

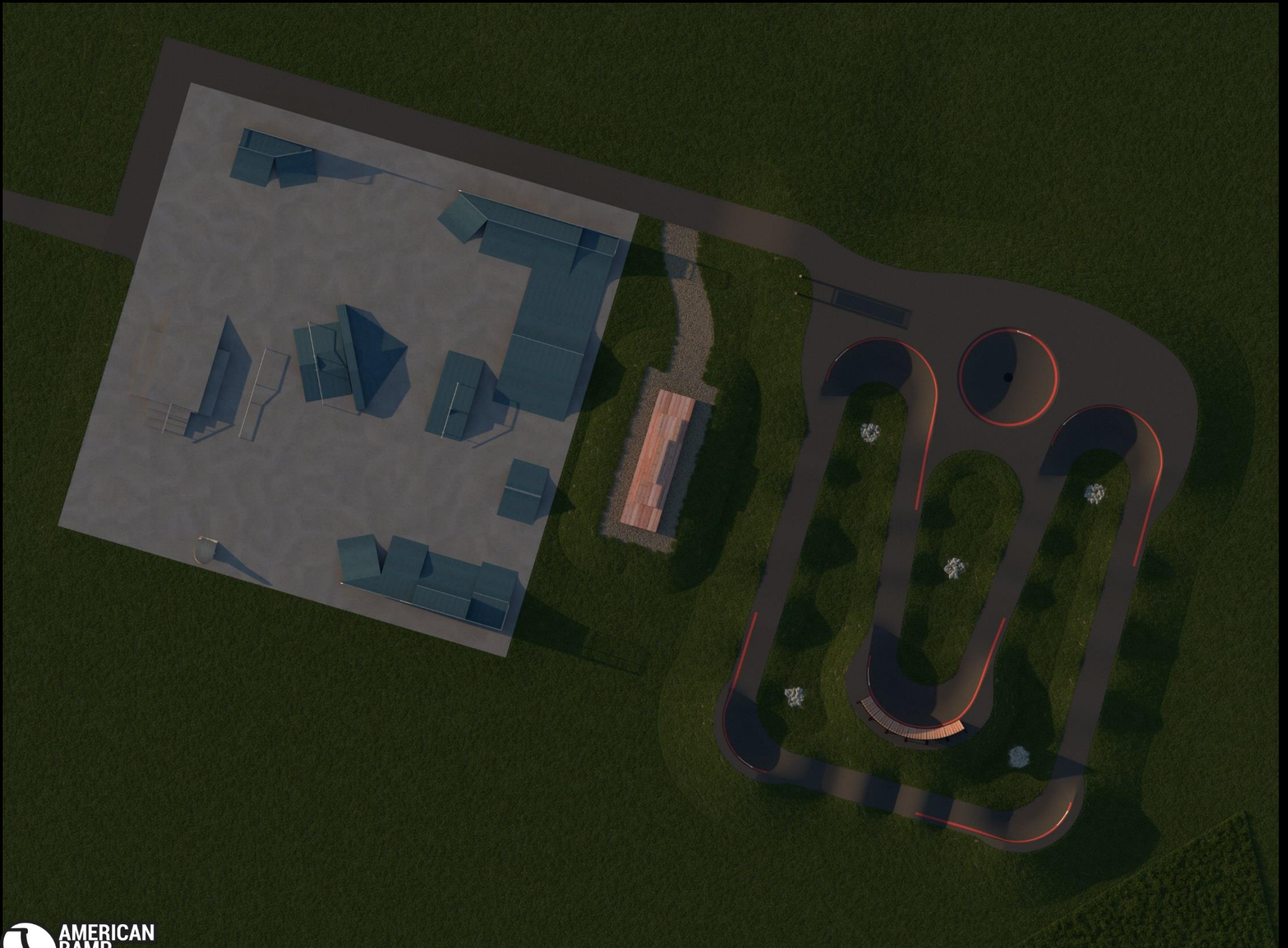
RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT WITH AMERICAN RAMP COMPANY FOR THE HERITAGE PARK PUMP TRACK PROJECT IN THE AMOUNT OF \$493,201.95.”









601 S. McKinley Ave, Joplin, MO 64801
Toll-free: 800-RAMP-778
Local: 417-206-6816
Fax: 417-206-6888
sales@americanrampcompany.com



Quote #	Design #	Customer	Date	Designer
Q28182.0	8762	City of Stanwood	04-25-24	Cole Beckham

Item	Obstacle	Height	Width	Length
1	135 Deg., 4m Radius Asphalt Pumptrack Wall Ride	4.5'	29.5'	10.5'
2	Standard Park Sign, 7' High, 36" Wide	7.0'	36.0"	
3	Asphalt Pumptrack			
	Engineer's Estimate			\$441,528.04
	Sales Tax @ 9.3%			\$41,062.11
	Bonding			\$9,651.80
	Builders Risk Insurance			\$960.00
	Grand Total			\$493,201.95
	<i>*Add-Alternate P3 50/50 Interior (with tax):</i>			<i>\$59,356.46</i>

Material Quantity Takeoff

Description: Area Impact	Unit	Qty
Drainage and Roughing	SF	13,576
Base Grading (and compaction)	SF	7,947
Fine Grading (sculpting and contouring compaction)	SF	7,947
Asphalt Contouring, (shaping and compaction)	SF	6,358
Description: Materials	Unit	Qty
Asphalt	Tons	125
Aggregate Base Material	CY	1,237
Soil And Sod	SF	7,218

Notes:

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote does include prevailing wage.
- This quote includes sales tax. If not applicable, call for revised quote.

SCOPE OF WORK

1.1 INCLUDES:

- All labor, construction project management, supplies, tools, materials, and equipment required per scope of work
- Sales Tax
- Bonding
- Builders Risk Insurance
- Site staking and layout
- Cutting and shaping grades within pump track footprint
- Place and install asphalt pump track tread
- Soil and sod landscaping on infills
- Piped drainage tying into existing sump pump near parking lot
- (1) Park sign
- Supply and installation of pre-engineered bike features

1.2 EXCLUDES*:

- Outside landscaping, site and turf restoration post pump track construction
- Mass excavation or import
- Removal of existing bike track
- Construction drawings
- Permits, fees and/or engineering and stamping.
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind.
- Toxic or hazardous material handling or removal.
- Removal and/or replanting of any trees or shrubs or protection of trees and shrubs.
- Sump pump near parking lot
- Raised spectating area between pump track and skatepark.
- Anything not mentioned in the "INCLUDES" section above.

1.3 CUSTOMER PROVIDES*:

- Geotechnical Report –If this requirement is waived, assumption is that the site is suitable to build as-is. A change order will be issues for any unforeseen costs that may occur if this is not the case at a cost plus 25%
- Survey and Mapping – The Client shall provide ARC with a current survey locating all above and below ground utilities, appurtenances, structures, and easements. The survey shall be in digital format that can easily be used with AutoCAD software.
- Sufficient water and electrical power within 100 feet of work areas.
- Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment.
- All necessary site information including topography, site surveying, and elevations.

***All items above can be provided for an additional fee.**