

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, June 26, 2025



AGENDA
CITY COUNCIL REGULAR MEETING
June 26, 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 click this [Zoom link](https://www.stanwoodwa.org/calendar) or visit the City's website calendar
<https://www.stanwoodwa.org/calendar>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
- 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**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Community Development Meeting Minutes – June 5, 2025 [7.1](#)
 - b. Planning Commission Meeting Minutes – May 12, 2025 [7.3](#)
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks [8.1](#)
 - b. Approve City Council Regular Meeting Minutes – June 12, 2025 [8.7](#)
 - c. Approve Salary Commission Appointment - Anna Oos [8.13](#)
- 9. UNFINISHED BUSINESS**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
- 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, July 10, 2025 City Council Meeting 7:00 pm
Thursday, July 24, 2025 City Council Meeting 7:00 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: June 26, 2026
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – June 5, 2025, Meeting Minutes

SUMMARY STATEMENT:

Minutes from the June 5, 2025, Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee Meeting Minutes Thursday, Thursday June 5, 2025 | 5:00 pm

Committee Members Present: Dani Gaumond, Steve Shepro, Tim

Schmitt **Staff Present:** Patricia Love, Audrey Rotrock

Others Present: Paul Sharman & Patrick Lynch from Transpo Group

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

1. Multimodal Level of Service Planning and Recommendations

Transpo Group will provide an estimated cost of both Multimodal Level of Service options. Committee Members lean toward option two but would like to see a plan that is a mixture of both options one and two. Consider doing outreach to local biking clubs to see if there is anything they might find as missing from these options.

2. Raplee Property Clean Up Options Report Findings and Discussion

The Committee approves moving forward with this project.

3. July Meeting Schedule

The July meeting will be canceled and rescheduled to Thursday, August 7, 2025.

Adjourn: 6:23 p.m.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: June 26, 2025

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Tansy Schroeder, Senior Planner

ATTACHMENTS: A – May 12, 2025, Meeting Minutes

SUMMARY STATEMENT

Minutes from the May 12, 2025, Planning Commission Meeting are attached to this staff report for approval as presented. These minutes were approved at the June 9, 2025, Planning Commission Meeting.



Planning Commission Meeting Minutes Monday, May 12, 2025 – 6:30 pm

Call to Order: 6:30 p.m.

Roll Call

Commissioners Present:

Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Tansy Schroeder, Senior Planner
Audrey Rotrock, Associate Planner

Absent: Eric Warnat, Commissioner

Also known to be present: Russell Joe (MBAKS), Richard Craig

Public Requests and Comments: Russell Joe requested the Commissioners to be flexible while reviewing Missing Middle Housing. Mr. Joe also asked the Commissioners to closely examine the frontage improvement requirements. Frontage improvements could potentially be cost prohibitive to a project.

Approval of Minutes:

The minutes from the April 14, 2025, Planning Commission meeting were unanimously approved with one grammar correction.

New Business:

- None

Old Business:

Missing Middle Housing Discussion

Missing middle housing refers to a range of multi-unit or clustered housing types—such as duplexes, triplexes, townhomes, and cottage courts—that are compatible in scale with single-family neighborhoods. The purpose of missing middle housing is to fill the gap between traditional single-family homes and large apartment complexes, providing more diverse, affordable, and flexible housing options for a variety of household types and income levels. This type of housing supports walkable communities, efficient land use, and helps cities meet growing demand for housing without drastically altering neighborhood character. Staff presented multiple examples of what missing middle housing might look like on a real piece of property in Stanwood.

Commissioner Questions & Comments

- Could certain requirements, such as open space for example, be waived? The City could look in to developing a Fee in Lieu to waive requirements, but that could drive the price of the housing up. Staff will bring more information to the next meeting with examples of some other trade-offs.
- Could green space be waived if there is a park or other open space nearby? The amount of green space required is dictated by the number of units in the development. This requirement comes from the Stanwood Municipal Code (SMC), not the State. The City



Planning Commission Meeting Minutes Monday, May 12, 2025 – 6:30 pm

can consider revising its open space requirements, including possible amendments to include open space connectivity with that portion of the Municipal Code Update project.

- The 22 lots in the example is calculated based on the gross acreage of the property.
- Would a developer have a say in how the units can be configured on a parcel? Yes, the examples shown are a few ideas of potential configurations.
- What would entice a developer to build a cluster type configuration of units? With the clustering of units, there will be less paving, less utility and less infrastructure costs.
- In the example where half the property is open space, what would be allowed there? The open space could be left as it is or walking trails could be added, for example.
- The cluster example looks like they would become rentals. Staff commented that they could also be sold as condos.
- The cluster example would change the look of traditional Stanwood.
- Could the large open space be split up? Yes, but that would increase the infrastructure cost again.
- The cluster concept is similar to places in Europe and might be the direction that housing is going. Large lots aren't sustainable and are not affordable for the next generation. Having the large open space is good when the units have small yards.
- Staff will bring back more examples with different configurations of open space.
- The City provides the flexibility by allowing different mixes of housing and the market decides how and what to build.
- There is a large population of aging residents in Stanwood that are looking to downsize to smaller one-story homes.
- Maximize the amount of lots on infill properties. Incentivize developers to build missing middle type housing.

Miscellaneous Business:

Keller Annexation

Tyson O'Neil, representing KO Group LLC and KO2 LLC, has formally submitted a petition to annex approximately 26.75 acres of land located within the City of Stanwood's eastern Urban Growth Area (UGA). This marks the initial step in the annexation process, commonly referred to as the "10% petition."

The subject property currently carries a pre-zoning designation of *Traditional Neighborhood – Mixed Use (TN-MU)*, which requires a mix of residential and commercial uses. The owner's primary interest lies in developing senior and assisted living facilities, along with a mix of commercial and light industrial incubator spaces intended to support small and startup businesses.

To move forward with a project that focuses exclusively on senior living and incubator-style commercial/light industrial development, the applicant would need to request an amendment to the City's Comprehensive Plan and pursue a rezone as part of the annexation process. A more appropriate zoning approach would involve a combination of *Multifamily Residential (MR)* and *Planned Industrial (PI)* designations.

Any future rezones or Comprehensive Plan amendments associated with the annexation will be subject to review by the Planning Commission.



Planning Commission Meeting Minutes Monday, May 12, 2025 – 6:30 pm

Commissioner Questions & Comments

- No questions or comments.

Recent Council Action on Commission Items:

- Critical Areas Code Amendment

Upcoming Items:

- Multimodal Level of Service

Other:

- Richard Craig attended the meeting. Mayor Roberts will be nominating Richard as Planning Commissioner at the next City Council meeting.
- There are a couple of Open House meetings coming up about small scale commercial projects on infill lots.

Adjourn: 8:13 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: June 26, 2025

SUBJECT: Approval of Vendor Claims and Payroll Checks Paid

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank checks 39624 through 39676, and electronic fund transfers in the amount of \$1,265,015.98 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$462,217.62

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 39624 THROUGH 39676 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$1,265,015.98. AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$462,217.62.”

CHECK REGISTER**ATTACHMENT A**

City Of Stanwood

Time: 11:09:24 Date: 06/13/2025

05/29/2025 To: 06/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2866	06/06/2025	Payroll	3	EFT	Patricia A Adams	4,738.68	May 2025 Payroll
2867	06/06/2025	Payroll	3	EFT	Edward A Avila	5,159.28	May 2025 Payroll
2868	06/06/2025	Payroll	3	EFT	Leland W Bartlett	5,801.86	May 2025 Payroll
2869	06/06/2025	Payroll	3	EFT	Emily S Baumbach	3,194.82	May 2025 Payroll
2870	06/06/2025	Payroll	3	EFT	Amy L Bergemeier	3,154.80	May 2025 Payroll
2871	06/06/2025	Payroll	3	EFT	Andreena J Bergman	548.73	May 2025 Payroll
2872	06/06/2025	Payroll	3	EFT	Scott A Black	4,344.08	May 2025 Payroll
2873	06/06/2025	Payroll	3	EFT	Addison M Chism	1,543.38	May 2025 Payroll
2874	06/06/2025	Payroll	3	EFT	Hannah D Cole	3,428.05	May 2025 Payroll
2875	06/06/2025	Payroll	3	EFT	Wendy R Corder Dowhower	5,325.33	May 2025 Payroll
2876	06/06/2025	Payroll	3	EFT	Jakob J Cowan	2,241.06	May 2025 Payroll
2877	06/06/2025	Payroll	3	EFT	Victoria Leigh Danielson	8,302.16	May 2025 Payroll
2878	06/06/2025	Payroll	3	EFT	Kevin M Davis	4,942.96	May 2025 Payroll
2879	06/06/2025	Payroll	3	EFT	Stacey A Davis	3,526.64	May 2025 Payroll
2880	06/06/2025	Payroll	3	EFT	Michael B Evans	3,436.55	May 2025 Payroll
2881	06/06/2025	Payroll	3	EFT	Cole F Ferguson	5,332.54	May 2025 Payroll
2882	06/06/2025	Payroll	3	EFT	Keegan G Ferguson	3,120.35	May 2025 Payroll
2883	06/06/2025	Payroll	3	EFT	Dani M Gaumond	568.63	May 2025 Payroll
2884	06/06/2025	Payroll	3	EFT	David A Hammond	7,162.56	May 2025 Payroll
2885	06/06/2025	Payroll	3	EFT	Trevor M Harrison	3,768.86	May 2025 Payroll
2886	06/06/2025	Payroll	3	EFT	Robert D Hicks	572.36	May 2025 Payroll
2887	06/06/2025	Payroll	3	EFT	Garrett Hight	3,530.70	May 2025 Payroll
2888	06/06/2025	Payroll	3	EFT	Kevin J Hushagen	8,122.07	May 2025 Payroll
2889	06/06/2025	Payroll	3	EFT	Scott R Justesen	6,820.07	May 2025 Payroll
2890	06/06/2025	Payroll	3	EFT	Samuel E Lidgard	2,542.08	May 2025 Payroll
2891	06/06/2025	Payroll	3	EFT	Patricia I Love	6,689.85	May 2025 Payroll
2892	06/06/2025	Payroll	3	EFT	Alan M Lytton	7,400.71	May 2025 Payroll
2893	06/06/2025	Payroll	3	EFT	Marcy A Mathis	4,772.82	May 2025 Payroll
2894	06/06/2025	Payroll	3	EFT	Marcus A Metz	568.73	May 2025 Payroll
2895	06/06/2025	Payroll	3	EFT	Tim D Niebruegge	7,670.64	May 2025 Payroll
2896	06/06/2025	Payroll	3	EFT	Kevin J Pellham	5,142.97	May 2025 Payroll
2897	06/06/2025	Payroll	3	EFT	Darren M Robb	518.73	May 2025 Payroll
2898	06/06/2025	Payroll	3	EFT	Sidney G Roberts	2,722.28	May 2025 Payroll
2899	06/06/2025	Payroll	3	EFT	Audrey D Rotrock	3,705.67	May 2025 Payroll
2900	06/06/2025	Payroll	3	EFT	Charlee N Rowland	1,925.36	May 2025 Payroll
2901	06/06/2025	Payroll	3	EFT	Carly L Ruacho	16,899.19	May 2025 Payroll
2902	06/06/2025	Payroll	3	EFT	Dennis J Schakel	2,550.09	May 2025 Payroll
2903	06/06/2025	Payroll	3	EFT	Steven B Schei	4,751.53	May 2025 Payroll
2904	06/06/2025	Payroll	3	EFT	Timothy J Schmitt	568.73	May 2025 Payroll
2905	06/06/2025	Payroll	3	EFT	Tansy L Schroeder	3,348.53	May 2025 Payroll
2906	06/06/2025	Payroll	3	EFT	Gina N Seegert	6,444.45	May 2025 Payroll
2907	06/06/2025	Payroll	3	EFT	Stephen G Shepro	568.73	May 2025 Payroll
2908	06/06/2025	Payroll	3	EFT	Amanda B Slattery	5,444.61	May 2025 Payroll
2909	06/06/2025	Payroll	3	EFT	David S Smith	4,925.50	May 2025 Payroll
2910	06/06/2025	Payroll	3	EFT	Shawn A Smith	7,029.02	May 2025 Payroll
2911	06/06/2025	Payroll	3	EFT	Lisa M Sokolik	5,219.46	May 2025 Payroll
2912	06/06/2025	Payroll	3	EFT	Nicole K Strachila	7,329.29	May 2025 Payroll
2913	06/06/2025	Payroll	3	EFT	Nathan D Towse	6,862.90	May 2025 Payroll
2914	06/06/2025	Payroll	3	EFT	Grace L Walker	2,792.23	May 2025 Payroll
2916	06/02/2025	Claims	3	EFT	US Bank St Paul	111,201.65	2019 Bonds & 2021 Bonds STAWATSEW19 & STAWATREF21
2923	06/06/2025	Payroll	3	EFT	AFLAC	259.87	Pay Cycle(s) 06/06/2025 To 06/06/2025 - AFLAC, Pre-Tax; Pay Cycle(s) 06/06/2025 To 06/06/2025 - AFLAC, Post-Tax

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 11:09:24 Date: 06/13/2025

05/29/2025 To: 06/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2924	06/06/2025	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 06/06/2025 To 06/06/2025 - Colonial Life Insurance
2925	06/06/2025	Payroll	3	EFT	Great-West Life & Annuity	4,938.00	Pay Cycle(s) 06/06/2025 To 06/06/2025 - 457 - Empower (Mass Mutual); Pay Cycle(s) 06/06/2025 To 06/06/2025 - Roth 457(b)Empower(MassMutual)
2926	06/06/2025	Payroll	3	EFT	HSA Bank	712.50	Pay Cycle(s) 06/06/2025 To 06/06/2025 - HSA Contributions ER; Pay Cycle(s) 06/06/2025 To 06/06/2025 - HSA Contributions EE
2927	06/06/2025	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 06/06/2025 To 06/06/2025 - Legal Shield
2928	06/06/2025	Payroll	3	EFT	Mission Square Retirement	3,176.12	Pay Cycle(s) 06/06/2025 To 06/06/2025 - 457 - Mission Square Ret(ICMA)
2929	06/06/2025	Payroll	3	EFT	Navia Benefits	550.00	Pay Cycle(s) 06/06/2025 To 06/06/2025 - Navia Limited FSA
2930	06/06/2025	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	2,900.54	Pay Cycle(s) 06/06/2025 To 06/06/2025 - WCTPT Contributions
2931	06/06/2025	Payroll	3	EFT	Teamsters Union Local 231	2,007.00	Pay Cycle(s) 06/06/2025 To 06/06/2025 - Teamsters Dues
2932	06/06/2025	Payroll	3	EFT	WA St Department Of Retirement Systems	55,671.61	Pay Cycle(s) 06/06/2025 To 06/06/2025 - PERS 2; Pay Cycle(s) 06/06/2025 To 06/06/2025 - PERS 3; Pay Cycle(s) 06/06/2025 To 06/06/2025 - 457 - DRS (DCP); Pay Cycle(s) 06/06/2025 To 06/06/2025 - Roth 45
2933	06/06/2025	Payroll	3	EFT	Washington Teamsters Welfare Trust	43,152.00	Pay Cycle(s) 06/06/2025 To 06/06/2025 - Teamsters Dental; Pay Cycle(s) 06/06/2025 To 06/06/2025 - Teamsters Medical
2935	06/06/2025	Payroll	3	EFT	Internal Revenue Service (941)	100,383.20	941 Deposit for Pay Cycle(s) 06/06/2025 - 06/06/2025
2972	06/09/2025	Claims	3	EFT	Navia Benefits	100.00	June pymt for May fees
2981	06/06/2025	Claims	3	EFT	Xpress/Bill Pay	1,129.79	Xpress stmt for May Fees
3014	06/11/2025	Claims	3	EFT	Atwell, LLC	8,745.00	City of Stanwood
3015	06/11/2025	Claims	3	EFT	Atwell, LLC	2,645.00	City of Stanwood
3016	06/11/2025	Claims	3	EFT	BHC Consultants, LLC	12,080.73	City of Stanwood
3017	06/11/2025	Claims	3	EFT	Leland W Bartlett	106.00	City of Stanwood
3018	06/11/2025	Claims	3	EFT	Bowman Consulting Group, Ltd	2,220.00	City of Stanwood
3019	06/11/2025	Claims	3	EFT	Cascade Septic Pumping, LLC	523.85	City of Stanwood
3020	06/11/2025	Claims	3	EFT	Databar Inc.	894.31	8952
3021	06/11/2025	Claims	3	EFT	Dataquest, LLC	296.00	CITYSTA
3022	06/11/2025	Claims	3	EFT	EarthWork Solutions LLC	383,075.02	City of Stanwood
3023	06/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	144.00	STA23
3024	06/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	STA23
3025	06/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	416.00	STA23
3026	06/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	52.00	STA01
3027	06/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	289.00	STA23
3028	06/11/2025	Claims	3	EFT	Grainger	73.57	848089215
3029	06/11/2025	Claims	3	EFT	Grainger	743.50	848089215
3030	06/11/2025	Claims	3	EFT	Konnerup Construction Inc	16,470.00	City of Stanwood
3031	06/11/2025	Claims	3	EFT	Lithtex NW Printing Solutions	938.29	CIOST001L

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 11:09:24 Date: 06/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3032	06/11/2025	Claims	3	EFT	Lithtex NW Printing Solutions	145.37	City of Stanwood
3033	06/11/2025	Claims	3	EFT	MyFleetCenter.com	164.91	City of stanwood
3034	06/11/2025	Claims	3	EFT	MyFleetCenter.com	146.57	City of Stanwood
3035	06/11/2025	Claims	3	EFT	Puget Sound Regional Council	3,004.00	City of Stanwood
3036	06/11/2025	Claims	3	EFT	Reaper Construction inc.	108,846.08	City of Stanwood
3037	06/11/2025	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood
3038	06/11/2025	Claims	3	EFT	Stanwood Auto Parts	10.92	56100
3039	06/11/2025	Claims	3	EFT	Stanwood Auto Parts	185.11	56100
3040	06/11/2025	Claims	3	EFT	Stanwood Auto Parts	823.74	56100
3041	06/11/2025	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
3042	06/11/2025	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	3,068.00	City of Stanwood
3043	06/11/2025	Claims	3	EFT	Transpo Group USA, Inc	8,857.50	City of Stanwood
3044	06/11/2025	Claims	3	EFT	Vestis	52.68	937963000
3045	06/11/2025	Claims	3	EFT	Vestis	52.68	937963000
3046	06/11/2025	Claims	3	EFT	Whitney Equipment Co LLC	1,169.51	City of Stanwood
3047	06/11/2025	Claims	3	EFT	Whitney Equipment Co LLC	4,325.93	City of Stanwood
3109	06/02/2025	Claims	3	EFT	Heartland Payment Systems	271.38	June Fess for May 2025
3110	06/03/2025	Claims	3	EFT	Chase Paymentech	2,198.92	June Fees for May 2025
2934	06/06/2025	Payroll	3	2189	AWC Employee Benefit Trust	31,255.56	Pay Cycle(s) 06/06/2025 To 06/06/2025 - AWC - Health First 250; Pay Cycle(s) 06/06/2025 To 06/06/2025 - AWC - Dental J; Pay Cycle(s) 06/06/2025 To 06/06/2025 - AWC - Vision; Pay Cycle(s) 06/06/2025 To
3048	06/11/2025	Claims	3	39624	Badger Meter, Inc	221.83	460708
3049	06/11/2025	Claims	3	39625	Bonner Electrical Contracting LLC	8,924.73	City of Stanwood
3050	06/11/2025	Claims	3	39626	Patrick J Burt	1,110.00	City of Stanwood
3051	06/11/2025	Claims	3	39627	Camano Island Chamber of Commerce	1,100.00	City of Stanwood
3052	06/11/2025	Claims	3	39628	Cascade Natural Gas Corp	632.80	931 607 9072 6; 608 440 0000 4; 839 440 0000 5; 953 540 0000 2; 498 440 0000 7; 127 540 0000 3
3053	06/11/2025	Claims	3	39629	City of Everett *	1,040.00	STACITG
3054	06/11/2025	Claims	3	39630	Community Resources Foundation	6,274.52	City of Stanwood
3055	06/11/2025	Claims	3	39631	Environment Control of North Seattle Inc	4,308.48	257778; 257778
3056	06/11/2025	Claims	3	39632	H D Fowler Company, Inc	1,167.76	City of Stanwood
3057	06/11/2025	Claims	3	39633	Hamilton Lumber & Rentals	96.69	66; 66; 66
3058	06/11/2025	Claims	3	39634	JP Cooke Company	87.95	City of Stanwood
3059	06/11/2025	Claims	3	39635	Lenz Enterprises, Inc.	1,548.01	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood;
3060	06/11/2025	Claims	3	39636	Les Schwab Tire Centers	179.02	S34-00006
3061	06/11/2025	Claims	3	39637	Lopez Nursery & Landscaping LLC	2,378.89	City of Stanwood
3062	06/11/2025	Claims	3	39638	James & Gayelen Mouser	134.56	07 1042 10 - 8035 283RD ST NW
3063	06/11/2025	Claims	3	39639	National Barricade Co LLC	390.14	City of Stanwood
3064	06/11/2025	Claims	3	39640	Northend Excavating Inc.	88,751.00	City of Stanwood
3065	06/11/2025	Claims	3	39641	Northsound Refrigeration INC	1,219.84	City of Stanwood
3066	06/11/2025	Claims	3	39642	O'Reilly Auto Parts	32.77	1872464
3067	06/11/2025	Claims	3	39643	ODP Business Solutions, LLC	293.79	36274097; 36274097; 36274097; 36274097; 36274097

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 11:09:24 Date: 06/13/2025

05/29/2025 To: 06/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		110 Building Improvement Fund				53,731.72	
		115 Tourism And Marketing				16,881.31	
		401 Sewer Fund				160,095.61	
		403 Sewer Construction Fund				384,195.82	
		410 Drainage Fund				95,366.09	
		411 Drainage Construction Fund				466.20	
		421 Water Fund				166,408.95	
		422 Water Construction Fund				37,832.94	
		630 Agency Fund				-8.18	
							Claims: 1,265,015.98
		* Transaction Has Mixed Revenue And Expense Accounts				1,727,233.60	Payroll: 462,217.62

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: 6/13/2025
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: June 26, 2025
SUBJECT: City Council Meeting Minutes – June 12, 2025
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – City Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for June 12, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE JUNE 12, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

CITY OF STANWOOD
Regular Meeting of the City Council
June 12, 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, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

*Motion by Councilmember Robb, second by Councilmember Hicks, to excuse Councilmember Steve Shepro. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, City Attorney Nikki Thompson, Police Sgt. Karl Gilje, Police Sgt. Kore Oyetuga, Utility Supervisor Leigh Danielson (via Zoom), and City Clerk Lisa Sokolik.

3. Approval of the Agenda

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

4. Presentations - None

5. Public Comment - None

6. Staff / Department Report

Police Compstat Report - May

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes – March 21, 2025
- b. Finance Committee Meeting Minutes – May 22, 2025
- c. Public Works Committee Meeting – June 2, 2025

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – May 22, 2025
- c. Authorize the Mayor to Sign a Contract with Konnerup Construction for the 271st Street Traffic Calming Project

*Motion by Councilmember Gaumond, second by Councilmember Bergman to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for May 22, 2025, and C. authorize the Mayor to sign a contract with Konnerup Construction for the 271st St. Traffic Calming project. **Motion carried unanimously.***

9. Unfinished Business

Approve Second Reading and Adopt Ordinance 1547 Critical Areas Code Update

Director Love briefly discussed the responses to Council's three questions that were asked during the first reading on May 22, 2025. The questions:

1. Use of "Liberally Construed" language in the CAO.
2. Buffer mitigation strategy.
3. Adoption of FEMA recommendation.

Councilmembers asked questions and made comments.

*Motion by Councilmember Metz, second by Councilmember Hicks to adopt Findings of Fact and Conclusions as recommended by the Planning Commission for Ordinance 1547. **Motion carried unanimously.***

Motion by Councilmember Hicks, second by Councilmember Metz to approve the second reading and adoption of Ordinance 1547 Critical Areas Code Update with the addition of items 18.800.160 (4)(a) (i) and (ii) regarding mitigation sequencing.

*A roll call of votes was taken. **Motion carried unanimously.***

10. Public Hearing - None

11. New Business

Adopt Resolution 2025-03 Keller Annexation 10% Petition

Director Love explained the multiple step process that is taken to annex property into the city limits. Approving the 10% petition is not accepting the annexation, it is granting the moving forward into the analysis phase.

Tyson O'Neil submitted the application on behalf of the Keller annexation. Mr. O'Neil was in attendance and was asked if he could present the proposed development which includes senior housing, commercial space, and trails.

Love said PUD would like to participate in the annex by including their property (parcel # 32042000401800). Council reviewed the initial Keller annexation request and discussed including the PUD property.

*Motion by Councilmember Robb, second by Councilmember Hick to authorize the Mayor to sign Resolution 2025-03 to allow for the circulation of a 60% petition and to direct staff to prepare an annexation agreement for the Keller Annexation request including the PUD property. **Motion carried unanimously.***

12. Public Closing Comments – None

13. Executive/Legislative Reports

a. Mayor's Report

A press release will be going out tomorrow, June 13th, regarding fireworks safety and legal discharge times.

b. City Administrator Report

- CVS is coming to Stanwood; they will be occupying the former Rite Aid building.
- Construction updates:
 - Finished laying the sewer pipe on Pioneer Hwy and SR 532.
 - Paved 80th today, the project is almost complete.
 - Viking Way is near completion.
 - City Hall landscaping was redone by the Parks crew; it looks fantastic!

c. Councilmember's Report/Questions

- Councilmember Robb attended the Cedarhome Elementary Bike Bus event. He thanked the police and fire departments for participating.
- A request was made for staff to post fireworks safety education.
- A request for councilmembers to start thinking of ideas for a one-day 4th of July community event starting in 2026.
- Concerns over zoning impacts, pickleball court noise, and SR 532 traffic access were raised.
- Invitation by Councilmember Hicks' to attend a memorial service to recognize Pete Lind, "the Swede", a great community member who was involved with the Eagles, selling corn with his deep voice at the Stanwood Fair, Pete is also a Vietnam Veteran (riverboat radioman).

14. Executive Session

To Discuss Potential Litigation per RCW 42.30.110(1)(i)

At 8:30 p.m., the Mayor, Council, City Administrator Smith, City Attorney Thompson, Police Sgt. Karl Gilje, and Police Sgt. Kore Oyetuga recessed to Executive Session for a 10-minute discussion on potential city litigation in accordance with RCW 42.30.110 (1)(i), possible action will be taken.

At 8:40 p.m., Mayor Roberts announced that the Executive Session will be another 5 minutes.

The regular city council meeting was reconvened at 8:48 p.m.

*Motion by Councilmember Robb, second by Councilmember Bergman to authorize the filing of a declaratory judgement action regarding flock data. **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 8:48 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c
DATE: June 26, 2025
SUBJECT: Appointment of Salary Commission Members
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Anna Oos Interest Letter
B – Ordinance 1306, Establishing the Salary Commission

ISSUE

Should Council approve Mayor Roberts' re-appointment of Nick Hanson and appointment of Anna Oos to the City's Salary Commission?

RECOMMENDATION

Approve Mayor Roberts' re-appointment of Nick Hanson to the Salary Commission for a second term expiring February 2028 and approve the appointment of Anna Oos to the Salary Commission with a first term expiring February 2028.

SUMMARY

The City's Salary Commission has one vacancy due to the expiration of Nicole Gilligan's second term. Nick Hanson's first term expired February 2025. The mayor appoints commissioners with the city council's approval.

DISCUSSION

Ordinance 1306 established a five-member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second three-year term by the mayor with council approval. The purpose of the commission is to review the salaries of the mayor and council annually to determine whether the salaries should increase, decrease, or remain the same. The commission is required to meet annually between May 1st and July 31st.

CITY COUNCIL OPTIONS

- 1) Approve Mayor Roberts' re-appointment of Nick Hanson and the appointment of Anna Oos to serve on the Salary Commission.
- 2) Do not approve Mayor Roberts' re-appointment of Nick Hanson and the appointment of Anna Oos to serve on the Salary Commission.

RECOMMENDED MOTIONS

"I MOVE TO APPROVE MAYOR ROBERTS' RE-APPOINTMENT OF NICK HANSON TO SERVE AS SALARY COMMISSIONER FOR A SECOND 3-YEAR TERM ENDING FEBRUARY 2028."

AND

"I MOVE TO APPROVE MAYOR ROBERTS' APPOINTMENT OF ANNA OOS TO SERVE AS SALARY COMMISSIONER FOR A 3-YEAR TERM ENDING FEBRUARY 2028."

ATTACHMENT A

Anna Oos
282nd Street NW
Stanwood, WA 98292

June 1, 2025

Sid Roberts, Mayor
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Re: Salary Commission

Dear Mayor Roberts,

I am interested in the open position on the Salary Commission. I am qualified for the position and would be thrilled to receive the appointment.

I moved to the city of Stanwood in 2012 and sincerely enjoy living here. I love the small town feel and the abundant beauty Stanwood has to offer.

I am not an officer, official or employee of the city or the immediate family member of an officer, official or employee of the city.

I have been employed full-time in local government since 1994, primarily in the legal field. I have held positions with Snohomish County and the city of Everett.

I am kind, intelligent and sensible. I would be honored to give back to my community in this way. Thank you for considering me for the Salary Commission.

Best,



Anna Oos

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON DO
ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

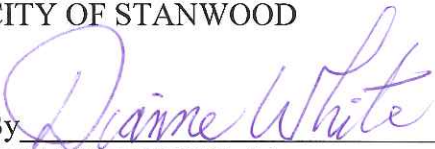
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

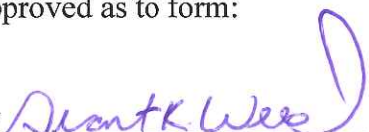
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012