

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, October 10, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Pro Tempore Dianne White called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

Administrative Assistant Amy Bergemeier called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Elizabeth Callaghan, Larry Sather and Judy Williams. The meeting was quorate.

Motion by Councilmember Sather, Second by Councilmember Callaghan, to excuse Councilmember Pearce and Councilmember McGill. Motion carried unanimously.

Also present: Public Works Director Kevin Hushagen, Finance Director David Hammond, Community Development Director Patricia Love, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Fire Chief John Cermak, Police Chief Norm Link and Administrative Assistant Amy Bergemeier.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember Callaghan to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments

Tim Schmitt - 27308 101st Ave NW, Stanwood

Mr. Schmitt spoke regarding the committee for the new Civic Campus design. He is wondering if this committee is compliant with the open public meetings act. The meetings are not published on the website. He feels that it would be an easier sell to the public by having the meetings and information more available to the tax paying citizens.

5. Presentation

a. Snohomish County Health District

Shawn Frederick the Interim Administrator for Snohomish County Health District gave an annual update. He gave an overview of the power point presentation that was included in the packets. There have been improvements made to processes that have made operations more efficient, accurate and beneficial to the communities they serve.

Dan Rankin, Mayor of Darrington, spoke to let council know that he is Stanwood's representative on the Health District Board. He is an advocate for the more rural communities in the County.

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6. Staff Reports

- a. Planning Commission Meeting Minutes-July 22, 2019 and September 9, 2019
- b. Economic Development Board Meeting Minutes-August 16, 2019

7. Committee Reports

- a. Finance Committee

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 26, 2019 Regular Meeting Minutes
- c. YMCA Benefit Report 2018

Motion by Councilmember Sather, Second by Councilmember Callaghan to approve the consent agenda items a through c. Motion carried unanimously.

9. New Business

- a. Authorize the Mayor to sign the Agreement for Imaging Services with Washington Secretary of State.

David Hammond, Finance Director, presented the request to authorize the Mayor to sign the agreement for imaging services with Washington Secretary of State. This project will create digital images of forty boxes of building permits. These records were selected for an imaging project due to their long life, and the fact that they are the most frequently requested type of document. The 2019 Budget included up to \$50,000 for a project to create a digital image of all building permit files. The city has applied for grant funding twice in the past two years to offset the cost, but grant applications were not successful. This agreement will fix the price at \$33,353, and the umbrella agreement is not to exceed \$38,000, which includes approximately \$4,600 for contingency.

Motion by Councilmember Sather, second by Councilmember Callaghan to authorize the Mayor to sign the agreement for imaging services with Washington Secretary of State. Motion carried unanimously.

- b. Approve first reading of Ordinance 1479-Imposition of Lodging Tax, Establish New Accounting Fund and Lodging Tax Advisory Committee.

David Hammond, Finance Director, presented the request to approve first reading of Ordinance 1479-Imposition of Lodging Tax, Establish New Accounting Fund and Lodging Tax Advisory Committee. The proposed tax is not expected to generate a significant revenue immediately but will provide valuable information and data to support the city's efforts to encourage development of a hotel in Stanwood. A lodging tax of 2% is available to the City. Snohomish County currently levies this tax, so instead of the funds going to the county, they would go to the city. State law requires the formation of a Lodging Tax Advisory Committee to oversee the spending of the tax revenues. The committee should be made up of at least five members, two members should be representatives of businesses required to collect the tax and at least two members should be

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persons involved in activities authorized to be funded by revenue received from this tax. The members will be suggested by the mayor and approved by Council.

Motion by Councilmember Sather, second by Councilmember Callaghan to authorize the Mayor to approve first reading of Ordinance 1479-Imposition of Lodging Tax, Establish New Accounting Fund and Lodging Tax Advisory Committee. Motion carried unanimously.

- c. Authorize the Mayor to sign a Task Order with RH2 Engineering for analysis of the main lift station rehabilitation.

Kevin Hushagen, Director of Public Works, presented the request to authorize the Mayor to sign a Task Order with RH2 Engineering under their current PSA, for rehabilitation predesign at the sewer main pump station. The main pump station was rebuilt in 1999 and is in need of an evaluation of its capacity to accommodate future needs.

Motion by Councilmember Sather, second by Councilmember Johnson to authorize the Mayor to sign a Task Order with RH2 Engineering for analysis of the main lift station rehabilitation. Motion carried unanimously.

10. Reports of Officers and Committees

- a. Mayor's Report - Mayor Pro Tempore White

Would like to remind everyone about the open house next Wednesday at City Hall regarding the preliminary plans for the proposed New City Hall and Police Station project.

- b. City Administrator's Report – Jennifer Ferguson

October 15 is the last day to complete the Community Survey. The survey is available on social media and the City website.

Thank you to the City Council for supporting the update to the City's website. This project is underway and we will be going live with the new site January 2020. We would like to encourage photographers to submit photos to the City for the new site.

Wanted to remind everyone about an upcoming Planning Café round table event 10-28-19. This event is intended for the public to give feedback about our future land use and growth and how we will accommodate for the 2050 vision. This will be a great way to have an interactive discussion and help people understand planning processes, as well as give their input. More information about this event is on the website and on social media.

- c. Councilmember Reports and Questions

Councilmember Johnson would like to mention that he has really enjoys getting the Friday afternoon weekly newsletter-update from the City Administrator. Jennifer does a great job with it. Thank you. Would like to speak in response to a comment that a citizen made this evening stating it appears that the process for design of the new Civic Campus is being done in the dark, behind closed doors or without input or knowledge of the citizens. That is not true. This process goes back several years and there has been a lot of input given.

Chief Cermak – A Levy LID lift public information meeting will be held on Saturday, October 19, 2019 at 9:00 am at Station 99 for the public to ask questions and get more information.

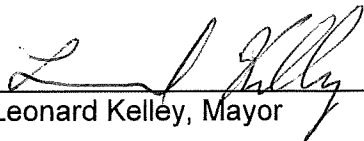
11. Citizen Closing Comments – None

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12. Adjourn

Mayor Pro Tempore White adjourned the meeting at 7:39 p.m.

CITY OF STANWOOD



Leonard Kelley, Mayor

ATTEST:



Sara Robinson, Deputy Clerk