

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, November 14, 2019 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Leonard Kelley called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Elizabeth Callaghan, Tim Pearce, Larry Sather, Kelly McGill and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Finance Director David Hammond, Community Development Director Patricia Love, Assistant Fire Chief Mike Mackel, City Attorney Grant Weed, City Administrator Jennifer Ferguson, Police Sergeant Jason Toner, Senior Planner Amy Rusko and Deputy City Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember Callaghan, second by Councilmember Pearce to remove items 10 a, d, e, f, g, h from New Business and move them to the Consent Agenda. Motion carried unanimously.

Motion by Councilmember Pearce, seconded by Councilmember Callaghan to remove item 10 b from this meeting agenda and move it to a Council Workshop on December 19 prior to the Regular Meeting. Motion carried unanimously.

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

4. Presentation

Washington State Auditor's Audit Exit Conference

Karyna Orcutt, Assistant Audit Manager and Travis Jones, Audit Lead with the Office of the Washington State Auditor gave an overview of the City's Audit of the financial statements for January 1, 2018 through December 31, 2018.

Wendy Dowhower and David Hammond did a great job. They were prompt and provided all documents requested.

The Auditor's Report found that all controls look great for the city. This is a clean report. The results of the audit did not find any instances of noncompliance or other deficiencies. Great job. The final report will publish in about a week.

The next audit will be in 2020 and will include Accountability. It was noted that the cost of the audit will be increasing due to the need for more staffing and an increase of general costs.

Stanwood City Council Meeting Minutes – November 14, 2019

5. Citizen Comments

Tim Schmitt - 27308 101st Ave NW, Stanwood

Would like to request that council retain the second citizen comment section on the meeting agendas. It will allow for comments on what has transpired during the meeting.

6. Staff Reports

- a. North County Fire and EMS Third Quarter Report

Councilmember Johnson wanted to point out page 5 of this report which provides the amount Mutual Aid given vs. received throughout the district and/or other districts that NCFD has agreements with.

7. Committee Reports

- a. Public Works Committee Meeting Minutes – November 4, 2019
- b. Finance Committee Meeting Minutes – October 24, 2019

8. Consent Agenda

- a. Approve Voucher and Payroll Checks
- b. Approve October 24, 2019 Regular Meeting Minutes
- c. Approve the Mayor's appointment of Chantel Keller to the Economic Development Board
- d. Authorize the Mayor to sign the final plat of Cedarhome Square Phase II
- e. Authorize the Mayor to approve the final acceptance of the HVAC installation project with Barron Heating and Air Conditioning
- f. Authorize the Mayor to approve the final acceptance of the Ovenell property clean up contract with Lautenbach Recycling.
- g. Authorize the Mayor to approve the final acceptance of the Pioneer Highway sewer contract with Faber Construction.
- h. Authorize the Mayor to sign a contract with the lowest responsive bidder for sidewalk replacement work in Fox Hill Estates.

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

9. Public Hearing

- a. CIP Amendment and Comp Plan Amendment – First Reading Ordinance 1480

Kevin Hushagen, Public Works Director, presented the proposed Ordinance 1480, discussing the proposed list of capital improvements in the 2020 – 2025 CIP. There was a full presentation of the Ordinance at the last meeting and there has not been any changes. Patricia Love, Community Development Director added that there was a Public Hearing at the Planning Commission meeting on Tuesday regarding the CIP and Comp Plan Amendment. The feedback from the community was positive and included the

Stanwood City Council Meeting Minutes – November 14, 2019

following: there was some concern about the lack of parks in the Cedarhome neighborhood, they are happy to see projects and renovation happening in the Church Creek Park, excited that the sidewalk infill program is going great and they are pleased that the city is working on a long term water study.

The mayor opened the public hearing for public comment.

There being no public comment, the Mayor closed the public hearing.

Motion by Councilmember Sather, Second by Councilmember McGill to approve the CIP and Comp Plan Amendment. Motion carried unanimously.

b. Preliminary Budget Mid-Biennium Adjustment – First Reading Ordinance 1482

David Hammond, Finance Director, presented the proposed Ordinance 1482.

The recommended changes request authorization for minor adjustments and changes arising from updated information and revised estimates. Also relative to the timing of projects with some projects occurring either earlier or later than expected.

The Finance Committee reviewed the amendment at their regular meeting on October 24 and the committee recommends approval.

The Mayor opened the public hearing for public comment.

There being no public comment, the Mayor closed the public hearing.

Motion by Councilmember Sather, Second by Councilmember McGill to approve the first reading of Ordinance 1482 Preliminary Budget Mid-Biennium Adjustment. Motion carried unanimously.

c. Revenue Sources & Tax Levy Ordinance - First Reading, Second Reading & Final Adoption Ordinance 1481

David Hammond Finance Director, presented the proposed Ordinance 1481. This is a public hearing on property taxes and revenues for the 2020 budget as required by RCW 84.55.120. Ordinance 1481 establishes the 2020 property tax levy. Due to the Thanksgiving holiday the week of the second November City Council Meeting, staff request authority for first, second and final reading in one meeting from the Mayor and all finance committee members as the certification is due by November 27th to the County Assessor.

The Mayor opened the public hearing for public comment.

There being no public comment, the Mayor closed the public hearing.

Motion by Councilmember Sather, Second by Councilmember Johnson to approve the First Reading, Second Reading & Final Adoption of Ordinance 1481. Motion carried unanimously.

Stanwood City Council Meeting Minutes – November 14, 2019

10. New Business

- a. Moved to Consent Agenda
Approve the Mayor's appointment of Chantel Keller to the Economic Development Board.
- b. Moved to Council Workshop
Civic Campus Plan – Recommended Plan
- c. Council Rules of Procedure Amendments

Jennifer Ferguson, City Administrator, presented the possible changes to the Council Rules of Procedure. It is always a good idea to keep policies and procedures up to date. This is a discussion of possible amendments and changes. The final amendments will be brought back to council at the November 25 meeting in a Resolution. The packet includes a redlined version of the rules and procedures.

There was a discussion among the councilmembers regarding several changes to the Rules, which will be finalized and approved at the next council meeting.

Motion by councilmember Sather second by Councilmember McGill to recommend approval of the proposed Council Rules of Procedure amendments incorporating the suggestions by City Council and direct staff to prepare a resolution approving amendments to be approved by the council at its next regular meeting. Motion carried unanimously.

- d. Moved to Consent Agenda
Authorize the Mayor to sign the final plat of Cedarhome Square Phase II.
- e. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the HVAC installation project with Barron Heating and Air Conditioning.
- f. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the Ovenell property clean up contract with Lautenbach Recycling.
- g. Moved to Consent Agenda
Authorize the Mayor to approve the final acceptance of the Pioneer Highway sewer contract with Faber Construction.
- h. Moved to Consent Agenda
Authorize the Mayor to sign a contract with the lowest responsive bidder for sidewalk replacement work in Fox Hill Estates.

11. Reports of Officers and Committees

Stanwood City Council Meeting Minutes – November 14, 2019

a. Mayor's Report

The next meeting on the 25th will be Councilmember McGill's last meeting. Thank you for your service on the Council. Sid Roberts will be sworn in and will take over this position in December.

b. City Administrator's Report – Jennifer Ferguson

She would like to make sure all Councilmembers are aware of the AWC elected official essentials training. This is a training for both newly elected and current Councilmembers. It is required that all Councilmembers receive open public meeting act and public records act training every four years and this would satisfy that requirement. But it's a great refresher for everyone. There is a training in Arlington on December 7.

c. Councilmember Reports and Questions

Councilmember Callaghan asked about the workshop time for the December 19 meeting. Jennifer Ferguson noted that the workshop will start at 5:00 pm and will include a lite dinner.

Councilmember McGill spoke regarding the last election. Would like to recognize and thank Councilman Sather, Sid Roberts, Marcus Metz and Steve Shepro ran clean campaigns

Councilmember Johnson wanted to remind the community - now that the election is over the campaign signs need to be taken down. He is still seeing some on the street corners.

12. Citizen Closing Comments

Tim Schmitt – 27308 101st Ave NW, Stanwood

There is a collection box at City Hall for the food bank's Christmas House donations. This is huge help to the community and is much appreciated.

Mr. Schmitt wants to thank the Mayor for the great season of walks over the summer.

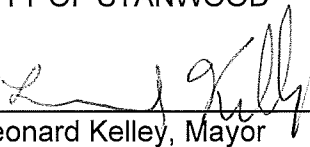
Also would like to thank staff for the recent planning café, great ideas came out of this and he was glad to be a part of it.

He wanted to remind everyone that there will be warming stations around town for those in need since the weather is getting cold.

13. Adjourn

Mayor Kelley adjourned the meeting at 8:23 p.m.

CITY OF STANWOOD



Leonard Kelley, Mayor

ATTEST:



Sara Robinson, Deputy Clerk