

CITY OF STANWOOD
Special Meeting of the City Council
Thursday, February 1, 2018 – 5:15 p.m.
10220 270th Street NW, Stanwood, Washington
MINUTES

1. Dinner

Welcome and Introduction

Mayor Pro Tem White called the meeting to order at 5:22 p.m.

The following Councilmembers were present: Rob Johnson, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Conrad Ryer, and Judy Williams. Councilmember Ryer was excused. The meeting was quorate.

Also present: City Administrator Ryan Larsen, Finance Director David Hammond, Public Works Director Kevin Hushagen, City Engineer/Assistant Public Works Director Shawn Smith, and Deputy Clerk Erica Schorn.

2. Action Item – Confirm Council Committee Assignments

Finance Director David Hammond presented the council committee assignments for 2018, submitted by the nominating committee. The nominating committee met last week to determine committee assignments. The committee nominations must be reviewed and voted on for approval as submitted by the nominating committee. Schedule changes can be discussed, or approved.

Shawn Smith mentioned that Public Works Committee will be meeting on the first Monday of the month at 5:00 pm, not the second Thursday of the month as stated in the council packet. He confirmed with the Public Works Committee nominees that this is acceptable.

Motion by Councilmember Johnson to switch Councilmember White to a standing member of the Public Safety Committee and move Councilmember Pearce to the alternate position. Motion failed for lack of a second.

Motion by Councilmember Sather, Second by Councilmember Callaghan, to approve Council Standing Committee membership as submitted by the nominating committee. Motion carried unanimously.

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3. Councilmember Reference Book

Finance Director David Hammond presented the Councilmember Reference Book which includes the current Council Rules of Procedure, council training opportunities, city policy directory, and additional information for council reference.

4. Rules of Procedure

Finance Director David Hammond presented the updated Council Rules of Procedure which were amended via Resolution 2018-01, adopted at the January 25, 2018 council meeting.

Discussion

- Council agreed that two readings of an ordinance is a beneficial rule in the Rules of Procedure
- Rule 22 Call to Order – if Mayor and Mayor Pro Tem are absent, a qualified person is elected
- Are there RCWs regarding council committees?
 - Staff will research this
- Where is Public Works Committee Meeting?
 - Waste Water Treatment Plan

5. Annexation into North County Regional Fire Authority

Finance Director David Hammond presented a summary of issues and timing of proposed city annexation into the North County Regional Fire Authority (NCRFA). The first step moving forward will be for council to pass a resolution requesting the NCRFA to amend their Regional Fire Protection Service Authority Plan to allow annexation of the city into the NCRFA. With council approval, a resolution will be brought forward for adoption at the February 8, 2018 council meeting. If the resolution is adopted, the NCRFA will adopt an amended plan via resolution. Next, the City will decide whether to adopt a resolution placing the annexation measure on the November 2018 ballot.

Real Estate Transfer – Ownership of Fire Station 99 will be transferred to the NCRFA with a requirement that ownership would transfer back to the city in the event that the station is no longer used for fire and emergency services. The NCRFA argued that the equipment that it has purchased will benefit city residents, bringing a lot of assets to the table, therefore it makes sense for them not to have to buy the station from the city.

Governance – It is generally agreed that a seven member board with two board members elected from the City of Stanwood would best serve the community. Five or six member boards were also briefly discussed.

Emergency Management – Coordination of emergency management will be negotiated in the coming months and should be addressed in detail in the draft plan.

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Additional items discussed were payment for services in 2019, future use of station meeting rooms, outstanding fire station debt, and SERS/Snohomish 911.

Discussion

- When would election for two seats on the board happen?
 - Staff will research
- How do we transfer?
 - Legal transfer
- Outstanding debt on fire station?
 - Three more annual payments due
 - Can we have the NCRFA make those three final payments?
 - Won't save any money as city would transfer tax too
- Are there options on how the two board seats are chosen besides an election?
 - State law allows the NCRFA to make their own rules regarding how to determine who is appointed or elected to the board
- City won't necessarily intervene on how the two City of Stanwood board members are chosen, as long as we have two positions on the board
- NCRFA currently uses direct election for Fire Commissioners, it's reasonable to assume this is how board members will be selected
- Council would like the resolution presented for adoption at the next council meeting

6. Budget Update

Finance Director David Hammond provided an update on the current budget, and the general economic outlook and calendar for the 2019-2020 biennial budget development. City finances are in great shape. Nevertheless, prudent financial management principles recommend for us to remain conservative in our estimates. As a result of the surplus, the city is in a position to place the maximum reserve into the contingency reserve which equates to \$322,040. The Finance Director went through the status of city reserves, and discussed the general fund strategic outlook. Building Improvement Fund, Park Improvement Fund, and Street Construction Fund balances and budgets were also discussed.

Discussion

- Money should be put in the vehicle replacement fund
 - Purchasing vehicles in 2019
- Minimum reserves discussed
- Do we have someone doing GIS?
 - Currently contracted out GIS mapping of utility infrastructure
 - Associate Planner Devin Sola has GIS experience and training that will be beneficial to city
- Spending money on current parks versus using funds on new parks/pocket parks
- Staff person dedicated to parks? What would it take? What would the return be?

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- Community Development Director may have more time for that now that we have a full-time Senior Planner

7. Capital Projects

Public Works Director Kevin Hushagen discussed upcoming Public Works projects for 2018 and 2019.

2018 projects include:

- 92nd Ave Overlay and ADA Ramp Upgrades from 271st St to 276th St
- Cedarhome Drive Overlay and ADA Ramp Upgrades from the Viaduct to 276th Street
- Replace 1,500 feet of undersized sewer main along Pioneer Highway to support new development upstream, including the new High School

2019 Projects include:

- Viking Way/90th Avenue construction
- Heritage Park – addition of a 4th baseball field and rebuild field 1
- Re-pave 102nd Avenue and one other street, if awarded TIE grant funding which would require a ten percent match

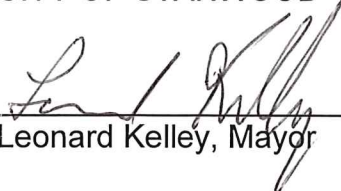
Discussion

- Discussed how money was/will be spent for Viking Way Project
 - Much of it will be reimbursed by grant funding
 - Large portions for sewer, water, drainage, and street lighting
- Can we get Safe Routes to School funding?
 - There will be funding opportunities to apply for
- Sidewalks needing repair/replacement
 - Looking at grant funding for sidewalk repair and ADA ramps

12. Adjourn

Mayor Pro Tem White adjourned the meeting at 7:25 p.m.

CITY OF STANWOOD


Leonard Kelley, Mayor

ATTEST:


Erica Schorn, Deputy Clerk