



Agenda
City Council Regular Meeting
January 8, 2026 | 7:00 PM

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Attend in-person or via Zoom ([join zoom](#))
Webinar ID: 828 1720 4486, Passcode: 396305, or call: (253) 215-8782

- 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**
- 8. Consent Agenda**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve City Council Meeting Minutes - December 11, 2025
 - c. Adopt Resolution 2026-01 Revised Consolidated Rate and Fee Schedule
- 9. Unfinished Business**
 - a. Adopt Ordinance 1559 SMC Chapter 12 Utility Billing
- 10. Public Hearing**
- 11. New Business**
 - a. Set the 2026 City Council Meeting Calendar
 - b. Elect Mayor Pro Tem
 - c. Authorize the Mayor to Sign a Contract with Studio Meng Strazzara for the Police Station and Council Chambers Building Phase II Design 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 Meeting Dates

Thursday, Jan 22, 2026, 5:00 pm - City Council Workshop

Thursday, Jan 22, 2026, 7:00 pm - City Council Meeting

Thursday, Feb 12, 2026, 7:00 pm - City Council Meeting



City of Stanwood City Council Staff Report

Item Number: 8.a.
Date: January 8, 2026
Subject: Approve Vouchers and Payroll Checks
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Payroll and Vouchers

ISSUE

Approve issuance of Washington Federal Bank checks 40102 through 40148, and electronic fund transfers in the amount of \$340,904.77 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$459,520.45.

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40102 through 40148 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$340,904.77 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$459,520.45.”

CHECK REGISTER

City Of Stanwood

Time: 08:16:07 Date: 12/30/2025

12/03/2025 To: 12/29/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6215	12/08/2025	Payroll	3	EFT		4,911.58	November 2025 Payroll
6216	12/08/2025	Payroll	3	EFT		7,695.16	November 2025 Payroll
6217	12/08/2025	Payroll	3	EFT		8,511.98	November 2025 Payroll
6218	12/08/2025	Payroll	3	EFT		3,248.89	November 2025 Payroll
6219	12/08/2025	Payroll	3	EFT		548.84	November 2025 Payroll
6220	12/08/2025	Payroll	3	EFT		4,427.74	November 2025 Payroll
6221	12/08/2025	Payroll	3	EFT		6,328.48	November 2025 Payroll
6222	12/08/2025	Payroll	3	EFT		1,418.07	November 2025 Payroll
6223	12/08/2025	Payroll	3	EFT		3,482.79	November 2025 Payroll
6224	12/08/2025	Payroll	3	EFT		10,121.73	November 2025 Payroll
6225	12/08/2025	Payroll	3	EFT		4,734.84	November 2025 Payroll
6226	12/08/2025	Payroll	3	EFT		2,489.66	November 2025 Payroll
6227	12/08/2025	Payroll	3	EFT		4,649.51	November 2025 Payroll
6228	12/08/2025	Payroll	3	EFT		5,198.87	November 2025 Payroll
6229	12/08/2025	Payroll	3	EFT		568.73	November 2025 Payroll
6230	12/08/2025	Payroll	3	EFT		5,043.10	November 2025 Payroll
6231	12/08/2025	Payroll	3	EFT		3,919.90	November 2025 Payroll
6232	12/08/2025	Payroll	3	EFT		572.47	November 2025 Payroll
6233	12/08/2025	Payroll	3	EFT		3,683.57	November 2025 Payroll
6234	12/08/2025	Payroll	3	EFT		8,241.52	November 2025 Payroll
6235	12/08/2025	Payroll	3	EFT		5,769.88	November 2025 Payroll
6236	12/08/2025	Payroll	3	EFT		2,809.78	November 2025 Payroll
6237	12/08/2025	Payroll	3	EFT		6,797.24	November 2025 Payroll
6238	12/08/2025	Payroll	3	EFT		7,493.94	November 2025 Payroll
6239	12/08/2025	Payroll	3	EFT		4,790.08	November 2025 Payroll
6240	12/08/2025	Payroll	3	EFT		568.84	November 2025 Payroll
6241	12/08/2025	Payroll	3	EFT		8,292.70	November 2025 Payroll
6242	12/08/2025	Payroll	3	EFT		7,854.53	November 2025 Payroll
6243	12/08/2025	Payroll	3	EFT		518.84	November 2025 Payroll
6244	12/08/2025	Payroll	3	EFT		2,743.89	November 2025 Payroll
6245	12/08/2025	Payroll	3	EFT		3,904.67	November 2025 Payroll
6246	12/08/2025	Payroll	3	EFT		2,986.60	November 2025 Payroll
6247	12/08/2025	Payroll	3	EFT		5,324.21	November 2025 Payroll
6248	12/08/2025	Payroll	3	EFT		568.73	November 2025 Payroll
6249	12/08/2025	Payroll	3	EFT		3,427.57	November 2025 Payroll
6250	12/08/2025	Payroll	3	EFT		5,616.58	November 2025 Payroll
6251	12/08/2025	Payroll	3	EFT		569.14	November 2025 Payroll
6252	12/08/2025	Payroll	3	EFT		5,467.83	November 2025 Payroll
6253	12/08/2025	Payroll	3	EFT		5,081.30	November 2025 Payroll
6254	12/08/2025	Payroll	3	EFT		6,672.18	November 2025 Payroll
6255	12/08/2025	Payroll	3	EFT		6,504.63	November 2025 Payroll
6256	12/08/2025	Payroll	3	EFT		7,418.25	November 2025 Payroll
6257	12/08/2025	Payroll	3	EFT		5,593.07	November 2025 Payroll
6258	12/08/2025	Payroll	3	EFT		5,963.35	November 2025 Payroll
6261	12/03/2025	Claims	3	EFT	Chase Paymentech	2,708.93	November fees
6268	12/08/2025	Payroll	3	EFT	AFLAC	314.10	Pay Cycle(s) 12/08/2025 To 12/08/2025 - AFLAC, Pre-Tax; Pay Cycle(s) 12/08/2025 To 12/08/2025 - AFLAC, Post-Tax
6269	12/08/2025	Payroll	3	EFT	AWC Employee Benefit Trust	28,069.54	Pay Cycle(s) 12/08/2025 To 12/08/2025 - AWC - Health First 250; Pay Cycle(s) 12/08/2025 To 12/08/2025 - AWC - Dental J; Pay Cycle(s) 12/08/2025 To 12/08/2025 - AWC - Vision; Pay Cycle(s) 12/08/2025 To
6270	12/08/2025	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 12/08/2025 To 12/08/2025 - Colonial Life Insurance

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6271	12/08/2025	Payroll	3	EFT	Great-West Life & Annuity	4,438.00	Pay Cycle(s) 12/08/2025 To 12/08/2025 - 457 - Empower (Mass Mutual); Pay Cycle(s) 12/08/2025 To 12/08/2025 - Roth 457(b)Empower(MassMutual)
6272	12/08/2025	Payroll	3	EFT	HSA Bank	962.50	Pay Cycle(s) 12/08/2025 To 12/08/2025 - HSA Contributions ER; Pay Cycle(s) 12/08/2025 To 12/08/2025 - HSA Contributions EE
6273	12/08/2025	Payroll	3	EFT	Internal Revenue Service (941)	89,942.15	941 Deposit for Pay Cycle(s) 12/08/2025 - 12/08/2025
6274	12/08/2025	Payroll	3	EFT	Legal Shield	226.45	Pay Cycle(s) 12/08/2025 To 12/08/2025 - Legal Shield
6275	12/08/2025	Payroll	3	EFT	Mission Square Retirement	3,286.80	Pay Cycle(s) 12/08/2025 To 12/08/2025 - 457 - Mission Square Ret(ICMA)
6276	12/08/2025	Payroll	3	EFT	Navia Benefits	275.00	Pay Cycle(s) 12/08/2025 To 12/08/2025 - Navia Limited FSA
6277	12/08/2025	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	2,544.67	Pay Cycle(s) 12/08/2025 To 12/08/2025 - WCTPT Contributions
6278	12/08/2025	Payroll	3	EFT	Teamsters Union Local 231	1,974.00	Pay Cycle(s) 12/08/2025 To 12/08/2025 - Teamsters Dues
6279	12/08/2025	Payroll	3	EFT	WA Divison of Child Support	400.00	Pay Cycle(s) 12/08/2025 To 12/08/2025 - WA Child Support
6280	12/08/2025	Payroll	3	EFT	WA St Department Of Retirement Systems	40,579.23	Pay Cycle(s) 12/08/2025 To 12/08/2025 - PERS 2; Pay Cycle(s) 12/08/2025 To 12/08/2025 - PERS 3; Pay Cycle(s) 12/08/2025 To 12/08/2025 - 457 - DRS (DCP); Pay Cycle(s) 12/08/2025 To 12/08/2025 - Roth 45
6281	12/08/2025	Payroll	3	EFT	Washington Teamsters Welfare Trust	39,556.00	Pay Cycle(s) 12/08/2025 To 12/08/2025 - Teamsters Dental; Pay Cycle(s) 12/08/2025 To 12/08/2025 - Teamsters Medical
6311	12/05/2025	Claims	3	EFT	Xpress/Bill Pay	1,103.48	Xpress November Fees
6340	12/08/2025	Claims	3	EFT	Navia Benefits	100.00	November Fee
6365	12/11/2025	Claims	3	EFT	Atwell, LLC	13,449.50	City of Stanwood
6366	12/11/2025	Claims	3	EFT	Leland W Bartlett	79.78	City of Stanwood
6367	12/11/2025	Claims	3	EFT	Leland W Bartlett	110.00	City of Stanwood
6368	12/11/2025	Claims	3	EFT	Bowman Consulting Group, Ltd	4,657.50	City of Stanwood
6369	12/11/2025	Claims	3	EFT	CivicPlus, LLC	5,037.44	City of Stanwood
6370	12/11/2025	Claims	3	EFT	Databar Inc.	420.64	8952
6371	12/11/2025	Claims	3	EFT	Databar Inc.	936.95	8952
6372	12/11/2025	Claims	3	EFT	Kevin M Davis	190.27	City of Stanwood
6373	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	830.00	4103221
6374	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	289.00	4103221
6375	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	308.00	4103221
6376	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	390.00	4103221
6377	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	70.00	4103221
6378	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	4103221
6379	12/11/2025	Claims	3	EFT	Eurofins Environment Testing NW	416.00	4103221
6380	12/11/2025	Claims	3	EFT	Lou's Gloves, Inc.	1,536.00	STA629
6381	12/11/2025	Claims	3	EFT	Metron And Associates, Inc.	1,850.00	City of Stanwood
6382	12/11/2025	Claims	3	EFT	PACE Engineers, Inc	59,000.00	City of Stanwood

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6383	12/11/2025	Claims	3	EFT	RH2 Engineering Inc	58,123.49	City of Stanwood
6384	12/11/2025	Claims	3	EFT	Reaper Construction inc.	8,096.97	City of Stanwood
6385	12/11/2025	Claims	3	EFT	Reaper Construction inc.	18,191.90	City of Stanwood
6386	12/11/2025	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood
6387	12/11/2025	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of stanwood
6388	12/11/2025	Claims	3	EFT	Stanwood Auto Parts	13.71	56100
6389	12/11/2025	Claims	3	EFT	Stanwood Auto Parts	407.10	56100
6390	12/11/2025	Claims	3	EFT	Stanwood Auto Parts	32.62	56100
6391	12/11/2025	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
6392	12/11/2025	Claims	3	EFT	Taylors Excavators Inc	3,450.90	City of Stanwood
6393	12/11/2025	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	6,302.32	City of Stanwood
6394	12/11/2025	Claims	3	EFT	Transpo Group USA, Inc	1,456.25	City of Stanwood
6395	12/11/2025	Claims	3	EFT	Vestis	52.68	937963000
6396	12/11/2025	Claims	3	EFT	Vestis	52.68	937963000
6397	12/11/2025	Claims	3	EFT	Vestis	52.68	937963000
6481	12/15/2025	Claims	3	EFT	Washington Federal Bank	491.47	WA Fed Analysis Service Charge December
6506	12/23/2025	Payroll	3	EFT		3,350.00	December 2025 Draw
6507	12/23/2025	Payroll	3	EFT		1,800.00	December 2025 Draw
6508	12/23/2025	Payroll	3	EFT		2,500.00	December 2025 Draw
6509	12/23/2025	Payroll	3	EFT		2,000.00	December 2025 Draw
6510	12/23/2025	Payroll	3	EFT		1,100.00	December 2025 Draw
6511	12/23/2025	Payroll	3	EFT		1,000.00	December 2025 Draw
6512	12/23/2025	Payroll	3	EFT		2,400.00	December 2025 Draw
6513	12/23/2025	Payroll	3	EFT		3,300.00	December 2025 Draw
6514	12/23/2025	Payroll	3	EFT		4,000.00	December 2025 Draw
6515	12/23/2025	Payroll	3	EFT		2,000.00	December 2025 Draw
6516	12/23/2025	Payroll	3	EFT		2,000.00	December 2025 Draw
6517	12/23/2025	Payroll	3	EFT		1,800.00	December 2025 Draw
6518	12/23/2025	Payroll	3	EFT		2,000.00	December 2025 Draw
6519	12/23/2025	Payroll	3	EFT		1,500.00	December 2025 Draw
6520	12/23/2025	Payroll	3	EFT		2,100.00	December 2025 Draw
6521	12/23/2025	Payroll	3	EFT		3,000.00	December 2025 Draw
6522	12/23/2025	Payroll	3	EFT		2,000.00	December 2025 Draw
6523	12/23/2025	Payroll	3	EFT		500.00	December 2025 Draw
6524	12/23/2025	Payroll	3	EFT		4,500.00	December 2025 Draw
6525	12/23/2025	Payroll	3	EFT		1,500.00	December 2025 Draw
6398	12/11/2025	Claims	3	40102	APSCO, LLC	34,445.14	City of Stanwood
6399	12/11/2025	Claims	3	40103	Badger Meter, Inc	1,424.84	460708
6400	12/11/2025	Claims	3	40104	Patrick J Burt	1,110.00	City of Stanwood
6401	12/11/2025	Claims	3	40105	Cascade Natural Gas Corp	978.34	608 440 0000 4; 931 607 9072 6; 953 540 0000 2; 498 4440 0000 7; 839 440 0000 5; 127 540 0000 3
6402	12/11/2025	Claims	3	40106	Environment Control of North Seattle Inc	2,154.24	257778
6403	12/11/2025	Claims	3	40107	Granich Engineered Products Inc	238.25	CSP8
6404	12/11/2025	Claims	3	40108	H D Fowler Company, Inc	535.27	City of Stanwood.
6405	12/11/2025	Claims	3	40109	Hamilton Lumber & Rentals	92.67	66; 66
6406	12/11/2025	Claims	3	40110	Lenz Enterprises, Inc.	34.98	City of Stanwood
6407	12/11/2025	Claims	3	40111	Les Schwab Tire Centers	1,729.77	S34-00006; S34-00006
6408	12/11/2025	Claims	3	40112	North County Regional Fire Authority	8,282.41	City of Stanwood 166
6409	12/11/2025	Claims	3	40113	O'Reilly Auto Parts	15.29	1872464
6410	12/11/2025	Claims	3	40114	ODP Business Solutions, LLC	93.18	36274097; 36274097; 36274097; 36274097

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6411	12/11/2025	Claims	3	40115	PUD Of Snohomish County *	22,972.80	200103539; 201942398; 200240505; 224650291; 224533513; 200208858; 202423729; 200592889; 200142180; 200794063
6412	12/11/2025	Claims	3	40116	Platt Electric Supply, Inc	188.88	24127; 24127; 24127; 24127; 24127
6413	12/11/2025	Claims	3	40117	Quality Controls Corporation	10,938.50	City of Stanwood
6414	12/11/2025	Claims	3	40118	RWC International, LLC Accounts Receivab	2,035.44	City of Stanwood 65038
6415	12/11/2025	Claims	3	40119	Republic Services, Inc. #197	1,434.85	3-0197-0080305
6416	12/11/2025	Claims	3	40120	Ricoh USA, Inc- Maint	507.79	4250811; 42508111; 4250811; 4250811
6417	12/11/2025	Claims	3	40121	Ricoh USA, Inc.	1,210.80	1316669-Combnded Inv; 1316669-3887627; 1316669-3800642; 1316669-3800237; 1316669-3887639
6418	12/11/2025	Claims	3	40122	Safeway	77.89	191483; 191483
6419	12/11/2025	Claims	3	40123	Schorno Enterprises LLC	2,001.51	City of Stanwood
6420	12/11/2025	Claims	3	40124	Shred-it US JV LLC	47.97	1000283524
6421	12/11/2025	Claims	3	40125	Skagit Farmers Supply	3,495.02	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
6422	12/11/2025	Claims	3	40126	Skagit Valley Publishing	278.85	48893; 48893; 48893; 48893
6423	12/11/2025	Claims	3	40127	Sno Co Dept Of Emergency Management	3,191.50	DEMSTNWD
6424	12/11/2025	Claims	3	40128	Sno Co Public Works *	540.02	CR000024
6425	12/11/2025	Claims	3	40129	Snohomish County 911	10,498.08	City of Stanwood
6426	12/11/2025	Claims	3	40130	Snohomish County Corrections *	3,091.73	91-6001368
6427	12/11/2025	Claims	3	40131	Snohomish County Treasurer	7.16	City of stanwood
6428	12/11/2025	Claims	3	40132	Sound Publishing, Inc.	159.65	14104597
6429	12/11/2025	Claims	3	40133	Stanwood Ace Hardware #14901	2,260.08	20013; 20013
6430	12/11/2025	Claims	3	40134	Stanwood City Utility	5,156.91	1328; 1271; 1241; 5554; 4724; 4252; 1473; 1348; 1332; 4916; 2416; 1675; 1587; 1674
6431	12/11/2025	Claims	3	40135	US Postal Service-Stanwood *	360.00	City of Stanwood box 127
6432	12/11/2025	Claims	3	40136	USA Bluebook	1,069.84	478228
6433	12/11/2025	Claims	3	40137	Unum Life Insurance	131.20	0220603-036-2
6434	12/11/2025	Claims	3	40138	Utilities Underground Loc	139.05	STNWD1
6435	12/11/2025	Claims	3	40139	Verizon Wireless	2,961.26	742373248-00001; 372541731-00001
6436	12/11/2025	Claims	3	40140	WA St Department Of Health	3,705.00	WS ID 83650
6437	12/11/2025	Claims	3	40141	WA St Treasurer	647.12	City of Stanwood
6438	12/11/2025	Claims	3	40142	WM Corporate Services, Inc.	163.81	5-61623-95009
6439	12/11/2025	Claims	3	40143	Wave Broadband	306.68	3201-036547-01; 3201-0316545-01
6440	12/11/2025	Claims	3	40144	West Coast Code Consultants, Inc.	4,017.50	City of Stanwood
6441	12/11/2025	Claims	3	40145	Western Exterminator Company	568.97	683591; 683591; 683591
6442	12/11/2025	Claims	3	40146	World Kinect Energy Services	3,434.00	AP0100494
6443	12/11/2025	Claims	3	40147	Ziply Fiber	1,847.44	206-188-0411-053105-5; 360-629-4907-072497-5; 360-939-0579-080320-5
6444	12/11/2025	Claims	3	40148	Zumar Industries, Inc	2,550.91	000683
6472	12/12/2025	Claims	8	EFT	US Bank St. Paul	142.92	Analysis Service Charge December

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 General Fund				292,639.12	
		101 Street Fund				52,734.40	
		103 Street Construction Fund				2,049.14	
		104 Park And Trail Improvement Fund				26,980.47	
		115 Tourism And Marketing				6,386.43	
		401 Sewer Fund				139,404.62	
		403 Sewer Construction Fund				60,172.52	
		410 Drainage Fund				31,196.51	
		411 Drainage Construction Fund				63,447.04	
		421 Water Fund				99,327.34	
		422 Water Construction Fund				26,018.13	
		630 Agency Fund				69.50	
						800,425.22	Claims: 340,904.77 Payroll: 459,520.45

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 Niebrugge Date: 12/30/2025
 () Deputy Finance Director



City of Stanwood City Council Staff Report

Item Number: 8.b.
Date: January 8, 2026
Subject: Approve City Council Meeting Minutes - December 11, 2025
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. Council Meeting Minutes 12.11.2025

ISSUE

The City Council meeting minutes for December 11, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE DECEMBER 11, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

City of Stanwood
Regular Meeting of the City Council
December 11, 2025 | 7:00 PM

Minutes

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 PM. 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 David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Finance Manager Tim Niebruegge, City Attorney Dan Curtis, Police Chief Jason Toner, Police Sgt. Kore Oyetuga, 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 Presentations Stanwood High School Update.

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

4. Presentations

a. Stanwood High School Update - Alexa Lay

This item was removed from the agenda.

b. Service Award Councilmembers Marcus Metz and Tim Schmitt

Mayor Roberts presented plaques to councilmembers Metz and Schmitt and thanked them for serving on the city council for four years.

5. Public Comments

No public comments.

6. Staff/Department Reports

a. Police Compstat Report - November

7. Council Committee Reports

No council committee reports to review.

8. Consent Agenda

- a. **Approve Vouchers and Payroll**
- b. **Approve City Council Regular Meeting Minutes - November 24, 2025**
- c. **Appoint Mayor Roberts as the Stanwood Representative to Attend the Community Transit Board of Directors Selection Meeting**
- d. **Authorize the Mayor to Sign the Snohomish County Interlocal Agreement for Drug Task Force Cooperation**
- e. **Approve Planning Commission Appointments - Rachelle Pedersen and Randall Burton**
- f. **Accept the Washington State Transportation Board (TIB) Grant**

*Motion by Councilmember Shepro, second by Councilmember Gaumond to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for December 11, 2025, C. appoint Mayor Roberts as the Stanwood representative to attend the Community Transit Board of Directors Section Meeting, D. authorize the Mayor to sign the Snohomish County Interlocal Agreement for Drug Task Force Cooperation, E. approve Planning Commission appointments - Rachelle Pedersen and Randall Burton, and F. Accept the Washington State Transportation Board (TIB) grant. **Motion carried unanimously.***

9. Unfinished Business

- a. **Approve Downtown Creative District / Main Street Program Approach**

*Motion by Councilmember Metz, second by Councilmember Shepro to approve the \$45,000 budget request and direct staff to continue with the downtown initiative work in 2026 to pursue a creative arts district, main street program and historic preservation program. **Motion carried unanimously.***

- b. **Approve Second Reading and Adopt Ordinance 1555 Chapter 12—Utilities Re-write, System Development Charge and Rate Updates**

Councilmember Hicks requested that Finance review two additional aspects of the utility rate structure; whether light commercial water accounts are structured equitably, especially very small companies that use very little water, and also he asked whether we can look at whether maintenance and operation expenses may be reduced in future by efficiencies gained by the capital investment program.

Motion by Councilmember Shepro, second by Councilmember Metz to accept the second reading and adopt Ordinance 1555.

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

c. Approve Second Reading and Adopt Ordinance 1553 Mid-Biennium Budget Adjustment

*Motion by Councilmember Robb, second by Councilmember Metz to approve the second reading and adopt Ordinance 1553 Mid-Biennium Budget Adjustment. **Motion carried unanimously.***

10. Public Hearing

a. Approve First and Second Readings and Adopt Ordinance 1557 SEPA Code Amendment

Mayor Roberts opened the Public Hearing at 9:29 p.m. With no public comments, Mayor Roberts closed the Public Hearing at 9:30 p.m.

*Motion by Councilmember Metz, second by Councilmember Bergman to accept the first and second reading and adopt Ordinance 1557. **Motion carried unanimously.***

b. Approve First and Second Readings and Adopt Ordinance 1558 Nonconforming Regulations Code Amendment

Mayor Roberts opened the Public Hearing at 9:45 p.m. With no public comments, Mayor Roberts closed the Public Hearing at 9:46 p.m.

*Motion by Councilmember Metz, second by Councilmember Robb to accept the first and second reading and adopt Ordinance 1558. **Motion carried unanimously.***

11. New Business

a. Adopt Resolution 2025-06 2026 Rate and Fee Schedule

*Motion by Councilmember Robb to extend the City Council business meeting for 10 minutes. **Motion carried unanimously.***

*Motion by Councilmember Metz, second by Councilmember Hicks to approve Resolution 2025-06 Updating the Consolidated Fee Schedule effective January 1, 2026. **Motion carried unanimously.***

12. Public Closing Comments

No closing comments.

13. Executive/Legislative Reports

a. Mayor's Report

- The Tree Lighting event was a huge success; it was estimated that 2,000 to 3,000 people attended. A big shout-out to Niki Strachila and others for all the hard work that went into putting on the event.
- Attended the Elected Officials training with Councilmember Elect Cowan and Wheatley.

b. City Administrator's Report

- The state is having historic flooding. The new floodwall is working, it's holding back the water and keeping the city dry. The projection was revised down, but when the water reached the valley, it came in fast. Up north, the Skagit river is at a record high; 60,000 people have been evacuated. Staff is watching and paying close attention as it looks like the water will reach 39 level and the levee is 40.5; it will be close. The EOC has been set up and plans have been made for evacuations in case the levee fails.
- Would like to put America's 250th Celebration on the February workshop agenda.
- Thanked the outgoing Councilmembers Metz and Schmitt.

c. Councilmember's Reports/Questions

- Schmitt attended the Christmas Tree Lighting event and suggested adding porta-potties, first aid station, and a lost child booth.
- Bergman thanked Police Chief Toner for his service to Stanwood and wished him well at his new assignment. Thanked Public Works for their hard work during the flood and keeping everyone informed.
- Shepro will postpone his rule 11 motion for America's 250th Celebration until the February workshop. Thanked Metz and Schmitt for serving on council, he enjoyed working with them and hopes they stay involved and attend future council meetings.
- Hicks expressed his gratitude to the Mayor, colleagues and Director Hammond for the debate and discussion tonight, and he appreciates the feedback. Congratulated Metz and Schmitt, wished them the best in their next endeavor. Thanked the Mayor, staff, emergency personnel, and volunteers for keeping watch on the flood. December 12th is Wreaths Across America.

*Motion by Councilmember Robb, second by Councilmember Hicks to extend the City Council meeting for 5 minutes, until 10:15 p.m. **Motion carried unanimously.***

- Robb thanked Metz and Schmitt and appreciated working with them. Although Council doesn't agree on all things, it was nice to know that this Council has the city's best interest at heart. Congratulated Chief Toner, he is leaving big shoes to fill. The Tree Lighting ceremony had an incredible turnout, need to figure out how to accommodate all the people next year.
- Metz said serving on the council has been a very valuable experience personally and professionally. Wished Council good luck going forward.
- Gaumond it was a pleasure working with both Metz and Schmitt and wished them best of luck.

14. Recess to Executive Session

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 10:13 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.c.
Date: January 8, 2026
Subject: Adopt Resolution 2026-01 Revised Consolidated Rate and Fee Schedule
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Resolution 2026-01

ISSUE

Staff identified two errors in the adopted 2026 consolidated rate and fee schedule and propose to revise the surcharge on non-utility credit and debit card transactions and to correct sign permit fees to their 2025 levels.

STAFF RECOMMENDATION

Staff recommends adopting the resolution to amend the surcharge rate for credit and debit cards to 4% and to revise sign permit fees to 2025 rates.

BACKGROUND

Cred Card Fees:

Staff has become aware of regulation imposing a maximum of 4% surcharge on credit and debit card transactions. Resolution 2026-01 amends the existing approved rate of 4.91% to 4% for 2026. At the request of council, the Finance Department also researched the amount charged for payments made via debit cards. The current credit card transaction fee is 4.34%, and it is applied to all credit and debit card transactions, excluding utility payments, which are not charged a fee. These payments include, but are not limited to, pet licenses, traffic infractions, permit payments, etc. that are taken directly from the customer. The purpose of this fee is to recoup the cost imposed by the merchant service processor; note, the fee provides no additional value to the city.

Sign Permit Fees:

During development of the revised rate and fee schedule council considered increases

to sign permit fees, but decided not to change them. The adopted 2026 rate and fee schedule inadvertently included fees that had been discussed but not favored by council. This resolution reverts the fees back to 2025 amounts as preferred by council. The following table summarizes the changes:

Sign Permit Plan Review	
Monument*	\$100 \$248
Freestanding*	\$100 \$248
Gable*	\$100 \$248
Wall and Projecting*	\$100 \$248
Marquee, Awnings and Canopies*	\$100 \$248
A Board and Other Portable Signs	\$10 \$28
Temporary Promotional Display	\$25 \$28
Sign Permit Modification	\$10 \$28
Sign Permit Variance	\$65 \$464
Feather Banner	\$10 \$248
State Surcharge on All Permits	\$6.50
*Building Permit Fees Are Also Required	

ADDITIONAL ANALYSIS

After researching and working with our merchant service provider, staff believes the value provided by offering a Debit Card Pin transaction does not outweigh the cost to the City of offering this service. The City would be required to install and rent additional hardware to provide this service, and the monetary value provided to the customer would be minimal based on current and estimated future transaction levels. Staff will continue to monitor these specific debit card transaction levels and if it makes financial sense in the future will make changes at that time.

FINANCIAL IMPACT

Reducing the surcharge for credit and debit card transactions will have a net impact of approximately \$1,000 dollar loss to the City.
Reverting to 2025 sign permit fees will not impact the 2026 budget.

RECOMMENDED MOTION

"I MOVE TO ADOPT RESOLUTION 2026-01 UPDATING 2026 RATE AND FEE SCHEDULE."

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2026-01

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
ADOPTING CHANGES TO THE 2026 RATE AND FEE
SCHEDULE**

WHEREAS, the City Council by Resolution 2025-06 has ordained that all fees and charges shall be set by resolution; and

WHEREAS, the City has found that an amendment is needed to update the 2026 convenience fee amount to ~~4.91%~~ 4%, and

WHEREAS, the City has found that sign permit fee increases were incorrectly included in the adopted 2026 rate and fee schedule.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Stanwood hereby adopts an amended convenience fee for all non-utility credit and debit card transactions processed by the City. Effective of the date of this resolution the convenience fee shall be **4.00 percent (4%)** of the total transaction amount.

Section 2. The City Council of the City of Stanwood hereby adopts the following amended schedule of sign permit fees:

Sign Permit Plan Review	
Monument*	<u>\$100</u> \$248
Freestanding*	<u>\$100</u> \$248
Gable*	<u>\$100</u> \$248
Wall and Projecting*	<u>\$100</u> \$248
Marquee, Awnings and Canopies*	<u>\$100</u> \$248
A Board and Other Portable Signs	<u>\$10</u> \$28
Temporary Promotional Display	<u>\$25</u> \$28
Sign Permit Modification	<u>\$10</u> \$28
Sign Permit Variance	<u>\$65</u> \$464
Feather Banner	<u>\$10</u> \$248
State Surcharge on All Permits	<u>\$6.50</u>
*Building Permit Fees Are Also Required	



CITY OF STANWOOD CITY COUNCIL STAFF REPORT

SUBJECT: Credit Card and Debit Card Fees
CONTACT PERSON: David Hammond, Finance Director
ATTACHMENT(S): A—Ordinance 1559

ISSUE

To revise the code sections stipulating the timing of utility billing due dates, delinquency fees and service shut off.

BACKGROUND

On December 11, 2025, the City Council adopted changes to utility billing, from bi-monthly to monthly. As staff worked to implement this change in our system, we immediately recognized the need to change key dates spelled out in the municipal code.

DISCUSSION

Currently, customers receive their bill on or before the tenth of the month (every other month) and then have 30 days to pay before delinquent fees are imposed. With monthly billing, customers will continue to receive their bills on or before the tenth of each month, but we no longer can allow 30 days, instead staff requests to change this to 20 days, essentially until the end of the month received. This is necessary because staff need to apply the delinquent fee before the next month's bill is created. This leads to the need to change when delinquent fees are imposed, i.e., the first of each month. The following is a monthly timeline for reference. Steps 1 -4 are how a monthly billing cycle is initiated. Step 5 pertains to the prior month's billing, as do steps 8 & 9. This chart illustrates how Finance can no longer allow 40 days to pay as the steps related to different months overlap. We have to run late fees on the prior month before generating statements, so that the late fee, prior balance due, and new charges are reflected on the statement when printed on the 5th.

Step	Timing	Description
1	Approximately 22 nd -26 th	Read all meters, Finance initiates, PW collects
2	Approximately 24 th - 28	Finance analyzes reads, creating list of accounts for PW to re-read
3	Approximately 26 th –30 th	PW returns reviewed accounts to finance
4	28 th – to end of Month	Finance makes revisions based on re-reads & runs bills in system
5	First Business Day	Finance runs late fees on previous month's billing
6	4 th - 5 th	Finance uploads to delivery platform & bills printed/mailed
7	10 th	Bills received by customer
8	14 th	Auto-call all delinquent accounts advising of shut-off
9	15 th	Crew dispatched for shut-off
10	Approximately 22 nd -26 th	Read all meters, Finance initiates, PW collects (i.e., start over new month)

The following summarizes required code changes:

12.10.070 Payment on Account.

(1) All utility customers have ~~30~~ 20 days to make payment for all fees or charges assessed for city utility services.

(2) Payments on a utility bill must be applied first to the sewer balance, second to the stormwater balance, and third to the water balance. Penalties and other charges are allocated proportionately to each utility.

12.10.080 Delinquent Accounts

(1) Delinquency. A utility account is considered delinquent when the customer or occupant receiving the service fails to pay the utility charges in full by the last day of the month the charges were assessed. ~~within 40 days of issuance of the billing for such services.~~ Accounts delinquent greater than 15 days shall have their water shut off to enforce payment.

The change from 40 days to 20 days to pay will initially be a significant change, but 20 days is actually the typical timeframe for utilities that bill their customers monthly.

Staff notes that this change is intended to benefit residents, but recognize there is a concern that the change may potentially lead to more accounts being shutoff for non-payment, simply because there is less time to pay. Staff estimates that this may occur but only in the initial transition months, and have planned measures to address the transition period.

Staff has prepared an extensive communication plan to alert customers to these changes, planning to post on our website, in a press release, on social media, as well as in the notes section of our billing statements. We also plan to insert a colored insert in all mailed bills. For customers signed up for e-statements Further, we think it prudent to allow some period of grace with customers as we roll out these changes. Staff will report to the City Council in early 2026 regarding the rollout to monthly billing.

RECOMMENDATION

Staff recommend amending the municipal code as described in the attached ordinance. Further, staff recommends approving first and second readings and adopt immediately to ensure the monthly billing implementation is successful. In accordance with Council Rules of Procedure No. 32 (a), staff has obtained approval from the Mayor, Mayor Pro Tem and longest serving councilmember bring this forward as adoption at first reading.

RECOMMENDED MOTION

“I MOVE TO APPROVE FIRST AND SECOND READING AND ADOPTION OF ORDINANCE 1559 REVISING UTILITY BILLING TIMING.”

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1559

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING
STANWOOD MUNICIPAL CODE (SMC) ~~TITLE~~ CHAPTER 12.10, UTILITY BILLING,
AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood revised its municipal code directing a change from bi-monthly to monthly billing of utilities; and

WHEREAS, Title 12 adopts the City's regulations for provision of utilities; and

WHEREAS, the City of Stanwood municipal Code needs further revision in order to implement the change to monthly billing, and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Stanwood Municipal Code Title 12.10, Utility Billing, is as follows:

12.10.070 Payment on Account.

(1) All utility customers have ~~30~~ 20 days to make payment for all fees or charges assessed for city utility services.

(2) Payments on a utility bill must be applied first to the sewer balance, second to the stormwater balance, and third to the water balance. Penalties and other charges are allocated proportionately to each utility.

12.10.080 Delinquent Accounts

(1) Delinquency. A utility account is considered delinquent when the customer or occupant receiving the service fails to pay the utility charges in full by the last day of the month the charges were assessed. ~~within 40 days of issuance of the billing for such services.~~ Accounts delinquent greater than 15 days shall have their water shut off to enforce payment.

Section 2. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2026.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____



City of Stanwood City Council Staff Report

Item Number: 11.a.
Date: January 8, 2026
Subject: Set the 2026 City Council Meeting Calendar
Contact Person: Lisa Sokolik, City Clerk
Attachments:
1. Rules of Procedure
2. Proposed 2026 Council Calendar

ISSUE

The purpose of this agenda item is for Council consideration and approval of the 2026 City Council Meeting Calendar.

RECOMMENDATION

Staff Recommendation: Staff recommends setting the 2026 City Council Meeting Calendar as proposed.

Committee/Board Recommendation: The full City Council considers and approves the annual meeting calendar.

BACKGROUND

Council's Rules of Procedure Rule 2 (see resource link above for full document) states that the Stanwood City Council shall hold regular meetings on the second and fourth Thursday of each month and shall hold four (4) quarterly special meetings, commonly known as Council Workshops.

ANALYSIS

The 2026 calendar prepared for council approval includes setting all regular city council meetings, setting four special meetings, moving meetings that may fall on a holiday, and cancellation of two meetings.

COUNCIL OPTIONS

1. The Council may approve the 2026 City Council Meeting Calendar as presented.
2. The Council may direct changes to the proposed 2026 City Council Meeting Calendar and approve an amended version.
3. The Council may direct staff to bring back alternative meeting dates and a revised 2026 Meeting Calendar at a later date.

RECOMMENDED MOTION

“I MOVE TO APPROVE AND SET THE 2026 CITY COUNCIL MEETING CALENDAR AS PRESENTED AND TO PUBLISH ALL DATES ON THE CITY WEBSITE.”

ATTACHMENT A

COUNCIL MEETINGS

Rule 2. The regular meetings of the Stanwood City Council shall be held at 7:00 p.m. on the second and fourth Thursday of each month. When the date for any regular meeting of the City Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding Monday or the previous Monday, not a holiday. (SMC 2.44.035)

Cancellations. During an open public meeting a majority of the Council may agree to cancel an upcoming regular meeting, special meeting, or workshop meeting. Also, if no items of business have been submitted to the City Clerk for consideration at said upcoming meeting, the Mayor, Mayor pro tem and City Clerk may cancel the upcoming meeting, if all agree. In the case of such cancellation, payroll checks and vouchers will be approved at the next regular City Council meeting. (RCW 42.24.180/SMC 3.20.020)

Proposed 2026 City Council Calendar

January 2026

Thursday, January 8 Regular City Council Meeting 7:00 pm

Thursday, January 22 Special Workshop Meeting 5:00 pm

Thursday, January 22 Regular City Council Meeting 7:00 pm

February 2026

Thursday, February 12 Regular City Council Meeting 7:00 pm

Thursday, February 26 Regular City Council Meeting 7:00 pm

March 2026

Thursday, March 12 Regular City Council Meeting 7:00 pm

Thursday, March 26 Special Workshop Meeting 5:00 pm

Thursday, March 26 Regular City Council Meeting 7:00 pm

April 2026

Thursday, April 9 Regular City Council Meeting 7:00 pm

Thursday, April 23 Regular City Council Meeting 7:00 pm

May 2026

Thursday, May 14 Special Workshop Meeting 5:00 pm

Thursday, May 14 Regular City Council Meeting 7:00 pm

Thursday, May 28 Regular City Council Meeting 7:00 pm

June 2026

Thursday, June 11 Regular City Council Meeting 7:00 pm

Thursday, June 25 Regular City Council Meeting 7:00 pm

July 2026

Thursday, July 9 Regular City Council Meeting 7:00 pm

Thursday, July 23 Regular City Council Meeting 7:00 pm

August 2026

Thursday, August 13 Special Workshop Meeting 5:00 pm

Thursday, August 13 Regular City Council Meeting 7:00 pm

Thursday, August 27 Regular City Council Meeting 7:00 pm ** CANCELLED

September 2026

Thursday, September 10 Regular City Council Meeting 7:00 pm

Thursday, September 24 Regular City Council Meeting 7:00 pm

October 2026

Thursday, October 8 Special Workshop Meeting 5:00 pm

Thursday, October 8 Regular City Council Meeting 7:00 pm

Thursday, October 22 Regular City Council Meeting 7:00 pm

November 2026

Thursday, November 12 Regular City Council Meeting 7:00 pm

Monday, November 23 Regular City Council Meeting 7:00 pm ** Moved due to holiday

December 2026

Thursday, December 10 Regular City Council Meeting 7:00 pm

Thursday, December 24 Regular City Council Meeting 7:00 pm **CANCELLED



City of Stanwood City Council Staff Report

Item Number: 11.b.
Date: January 8, 2026
Subject: Elect Mayor Pro Tem
Contact Person: Lisa Sokolik, City Clerk
Attachments: None

ISSUE

The City Council Rules of Procedure (Attachment A) require councilmembers to choose a mayor pro tempore to serve for the year.

SUMMARY

At the first meeting of the City Council in the new year (2026), as required by the City Council Rules of Procedure, councilmembers must choose a member to serve as mayor pro tempore for the year.

DISCUSSION

The mayor pro tempore serves in the absence or temporary disability of the mayor. The “term” of the pro tempore appointment, according to the City Council Rules of Procedure is one year, and the mayor pro tempore must be chosen at the first meeting of the year. The councilmember serving as mayor pro tempore will continue to have all of the rights, privileges, and immunities of a member of the council.

CITY COUNCIL OPTIONS

Council must choose a member to serve as mayor pro tempore at their first meeting in 2026.

RECOMMENDED MOTION

**I MOVE TO APPOINT COUNCILMEMBER _____ AS MAYOR PRO
TEMPORE TO SERVE A ONE-YEAR TERM IN 2026.**



City of Stanwood City Council Staff Report

Item Number: 11.c.

Date: January 8, 2026

Subject: Authorize the Mayor to Sign a Contract with Studio Meng Strazzara for the Police Station and Council Chambers Building Phase II Design Project

Contact Person: Alan Lytton, City Engineer

Attachments:

1. Stanwood PSCC Phase 2 proposal
2. PD Deign Images - Copy

ISSUE

Authorize the Mayor to execute the Phase 2 Professional Services Agreement with Studio Meng Strazzara (SMS) and its consultant team for architectural and engineering design services for the Stanwood Police Station and Council Chambers Building, in an amount not to exceed \$785,419, including reimbursable expenses, consistent with OFM fee methodology and RCW requirements.

STAFF RECOMMENDATION

Staff recommends approving the design contract and proceeding with the Police Station and Council Chambers project.

BACKGROUND

The City is advancing the development of a new Police Station and Council Chambers Building to address long-standing space, safety, and operational deficiencies in existing facilities. In 2024–2025, the City completed Phase 1 (Conceptual / Advanced Schematic Design), which included evaluation of both traditional site-built and modular construction alternatives and refinement of the project scope and budget.

Studio Meng Strazzara was selected in accordance with Qualifications-Based Selection (QBS) procedures required under state law. The Phase 2 proposal builds directly on the approved Phase 1 work and reflects the current Maximum Allowable Construction Cost (MACC) of \$5,250,000

Phase 2 services include:

- Completion of Design Development and Construction Documents
- Integration of Phase 1 review comments and agency feedback
- Structural, civil, mechanical, electrical, landscape, acoustical, envelope, and cost estimating services
- Bid support and construction administration
- Coordination with permitting agencies through project closeout

ANALYSIS

OFM Fee Framework

The Washington State Office of Financial Management (OFM) provides standard guidance for determining reasonable professional design fees for public facilities. While not mandatory, OFM methodology is widely used as a benchmark for transparency and consistency.

Under OFM definitions:

- Basic Services include core architectural design plus basic structural, mechanical, electrical, and civil engineering services.
- The scope of Basic Services is defined by OFM and is compensated as a percentage of construction cost.

For this project:

- MACC: \$5,250,000
- OFM Schedule B Facility Percentage: 8.75%
- Total OFM Basic Services Fee: \$459,375

This total Basic Services fee was allocated across project phases as follows:

- Schematic Design – 25% (\$114,270)
- Design Development – 15% (\$74,074)
- Construction Documents – 28% (\$128,625)
- Bidding – 2% (\$9,188)
- Construction Administration – 27% (\$124,030)
- Closeout – 2% (\$9,188)

Phase 1 included all Schematic Design and a portion of Design Development due to expanded early analysis of construction options and site constraints. While the phase distribution does not exactly match OFM's typical percentages, the total Basic Services fee remains fully within OFM guidance.

ADDITIONAL SERVICES – PURPOSE AND CONTROLS

Any service not explicitly included in OFM-defined Basic Services is classified as an Additional Service, even when necessary for permitting or construction.

Additional Services for this project include items such as:

- Landscape architecture (entirely classified as Additional Services under OFM)
- Building envelope and acoustical consulting
- Detailed cost estimating
- Energy code compliance calculations and modeling
- Stormwater studies, reports, and calculations
- Steep slope and unusual site condition analysis
- Temporary erosion and sediment control plans
- Specialized security, access control, and technology coordination

Additional Services are provided as a mix of fixed-fee and hourly not-to-exceed services. Not all Additional Services are mandatory; several are provided only at the City's request (e.g., VE participation or LEED certification). If a service is not authorized or not performed, the City is not billed.

Applicable Law and Compliance

RCW 39.80 – Architectural and Engineering Services

RCW 39.80 requires public agencies to procure architectural and engineering services using Qualifications-Based Selection (QBS) rather than low-bid procurement. Fees are negotiated after selection and must be fair and reasonable.

The City's selection of Studio Meng Strazzara and negotiation of fees based on OFM benchmarks complies with RCW 39.80.

RCW 35A.40 / RCW 35.23 – Contract Authority

These statutes authorize cities to enter into professional services agreements necessary for public facilities and capital improvements.

OFM Guidelines (Non-Mandatory but Industry Standard)

While not codified in statute, OFM fee schedules are recognized statewide as a best practice for evaluating design fees and ensuring public accountability. Staff's use of OFM methodology provides a defensible and transparent basis for the proposed professional services costs.

FINANCIAL IMPACT

Funding for Phase 2 professional services is included within the approved project budget for the Police Station and Council Chambers Building. The proposed agreement does not exceed the established MACC-based design fee framework.

- Phase 2 Basic Services (remaining OFM allowance): **\$345,105**
- Phase 2 Additional Services: **\$432,814**
- Reimbursable Expenses (estimated): **\$7,500**
- **Total Phase 2 Authorization: \$785,419**

Funding is included within the approved project budget and remains consistent with OFM-based design fee benchmarks.

COUNCIL OPTIONS

1. Approve the design services contract and proceed to construction documents.
2. Do not approve contract and send back to committees for discussion.
3. Do not proceed with the Police Station and Council Chambers project

RECOMMENDED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH STUDIO MENG STRAZZARA FOR THE DESIGN OF THE POLICE STATION AND COUNCIL CHAMBERS PROJECT IN AN AMOUNT NOT TO EXCEED \$785,419."

November 25, 2025

Mr. Alan Lytton
City Engineer, PE
City of Stanwood
10220 270th St NW
Stanwood, WA 98292

RE: Stanwood Police Station & Chamber Building – Phase 2 (revised)
Fee Proposal – Architectural Design Services

Dear Alan:

We thank you for the opportunity to submit for your review, a fee proposal for providing architectural design services for New Stanwood Police Station and Chambers Building per RCW.39.80 QBS compliance.

Architectural Scope of Work

The proposed scope of our work is based on our phone exchange and splitting the project proposal into 2 phases. This proposal is for Phase 2 portion, site-built structure.

We understand **Phase 2** portion of project to include:

1. Continuation of work completed under phase 1
2. Incorporate comments received on Phase 1 plans.
3. MACC: \$5,250,000
4. Approximately 6,000 sf, 2 story – 1 story with daylight basement.
5. Site built wood framed & concrete construction.
6. Please see attached breakdown, showing remaining fees separated per each design team members; from CPL Engineering, Fora Landscape, BCE Engineers, PCS Structural Solutions, SSA Acoustics, and RC Cost Estimating.

Schedule

Preliminary project schedule.

Building Electrical, and Health Permits Application	February 23, 2026
Bid Documents Complete	April 1, 2026
Documents Released for bid to contractor	April 1, 2026 (pending AHJ – 1 st round of comments.)
Bid Opening	April 29, 2026
Building, and Health Permits Secured	April 15, 2026 (pending AHJ)
Contractor Notice to Proceed	May 13, 2026
Construction Complete	January 20, 2027
Certificate of Occupancy	January 27, 2027
Final Acceptance	February 3, 2027

Exclusions

This proposal does not include services relating to the following:

1. Early bid package
2. Bid documents beyond construction drawings.
3. Changes in scope after owner approved Design submittals.
4. Conditional Use Permit – beyond administrative conditional use.
5. Revisions to accessibility requirements not directly related to the identified scope of work
6. Hazmat consulting services
7. Surveyor services
8. Geotech services
9. Transportation / traffic impact study
10. Plan review or permit fees required by the agencies having jurisdiction (AHJ's).
11. Computer generated Animation/Walk Thru.
12. Optional Services such as FF&E coordination, environmental noise assessment, solar systems, utility rebate support, enhanced LCCA.

As requested, here is the breakdown of our A/E fee for Basic Services based on Schedule B project type: Basic Services = MACC \$5,250,000 X OFM % of 8.75%: \$459,375

The Concept/Schematic portion was authorized as Phase 1 (\$114,270); the remaining fees for Basic Services (architectural, structural, mechanical, electrical, and civil engineering services):

Phase 2 Design Development – Closeout Basic Services: \$ 345,105

Phase 2 Additional Services

Architectural– Studio Meng Strazzara	\$110,217
Structural Engineering	\$39,820
Civil Engineering	\$54,450
Landscape Architect	\$65,450
Mechanical Engineering	\$43,739
Electrical Engineering	\$58,968
Acoustical Engineering	\$20,818
Hardware Consultant	\$3,960
Cost Estimating	\$14,822
Building Envelope Engineering	\$20,570

Subtotal Proposed Fees Phase 2 (Basic + Additional) \$777,919

Reimbursable Expenses* \$7,500

Phase 2 Fees + Expenses \$785,419

*Reimbursable expenses, including printing, are in addition to professional fees and are charged back at cost plus 10%, except for mileage which is charged at the current IRS mileage reimbursement rate without further markup. Printing and delivery costs are dependent on the number of copies of construction document sets requested. Building permit and inspection fees are to be paid directly by the Owner, though Architect may, upon request, pay for application / submittal fees under \$500 and submit for reimbursement.

Additional Clarifications on fee and scope

Per OFM fee schedule, the following is their suggested percentage; Schematic Design 18%, Design Development 20% and Construction Document 31%. The phase 1 portion of the project required additional work to go beyond the standard schematic design phase. Early design work included studying the design in both traditional on site constructed building and nontraditional modular building. This required portions of the building to be reviewed in more detail, beyond schematic phase. The adjusted percentage is now; Schematic Design 25%, Design Development 16%, and Construction Document 28%. Work completed out of phase is still part of the design and will be incorporated in each design phase.

Additional scope of work is for items not covered under basic services as outlined in the OFM fee schedule. These include Landscape, Envelope Consultants, Acoustical study, detailed cost estimates, LEED, VE, and other specialized items listed in the attached spread sheet. Any scope that is not required or not completed will not be billed.

If this proposal is acceptable, please let me know at your earliest convenience. If you have any questions, please call.

Respectfully yours,



Steven H. Lee LEED AP BD+C
Principal

Design Fees																			
	Project: Stanwood PC																		
	Architect: Studio Meng Strazzara																		
	Prepared by: Steve Lee																		
	Date Submitted: 1/10/2025																		
	Construction Budget (MACC): \$5,250,000		Increased MACC																
Schedule B Facility																			
I.	BASIC SERVICES												Construction Budget			State % fee		Basic Service Fee Amount	
Total Basic Services per OFM 2015												\$5,250,000			X 8.75% =		\$459,375		
Schematic thru Construction Docs (69%)			\$162,411	\$ 41,660	\$ 40,000	\$ 37,949			\$ 34,949			\$316,969							
Bidding thru Closeout (31%)			\$71,591	\$ 18,715	\$ 18,000	\$ 17,050			\$ 17,050			\$142,406							
			Arch	Struct	Civil	LArch	Mech	Elec	Acoustical	Hardware	Cost Estimating	Envelope Consulting		Total Sub fees without mark up		Sub Total w/ Mark-up			
II.	ADDITIONAL SERVICES: SCHEMATIC THRU CONSTRUCTION DOCS		SMS	CPL	CPL	Fora	BCE	BCE	SSA	Adams	RC	Bee						Total A/E Fee	
	Existing Site/System Verification		\$ 3,600											\$ 3,600	\$ 3,600	\$ 3,600			
	Storm Drainage Plan & Report				\$ 12,000									\$ 12,000	\$ 13,200	\$ 13,200			
	NPDES/CSWPPP				\$ 4,000									\$ 4,000	\$ 4,400	\$ 4,400			
	Sloped site development		\$ 3,600		\$ 6,000		\$ 1,500							\$ 7,500	\$ 8,250	\$ 11,850			
	SEPA and MUP		\$ 6,000		\$ 2,000	\$ 1,000								\$ 3,000	\$ 3,300	\$ 9,300			
	Site Retaining wall		\$ 3,000	\$ 5,000										\$ 5,000	\$ 5,500	\$ 8,500			
	Shoring Walls		\$ 3,000	\$ 7,000										\$ 7,000	\$ 7,700	\$ 10,700			
	Building over ex		\$ 3,000	\$ 7,000	\$ 5,000									\$ 12,000	\$ 13,200	\$ 16,200			
	Envelope Consultant - DESIGN		\$ 3,800									\$ 6,000		\$ 6,000	\$ 6,600	\$ 10,400			
	Landscape Architecture - DESIGN					\$ 35,000								\$ 35,000	\$ 38,500	\$ 38,500			
	VE participation		\$ 3,600	\$ 3,000	\$ 3,000	\$ 2,500	\$ 1,550	\$ 1,550						\$ 11,600	\$ 12,760	\$ 16,360			
	Telecom & Intercon/Clock							\$ 18,300						\$ 18,300	\$ 20,130	\$ 20,130			
	AV							\$ 5,776						\$ 5,776	\$ 6,354	\$ 6,354			
	CCTV/Card Access							\$ 4,418						\$ 4,418	\$ 4,860	\$ 4,860			
	WSEC TSPR						\$ 2,750							\$ 2,750	\$ 3,025	\$ 3,025			
	WSEC C406 Analysis						\$ 3,800							\$ 3,800	\$ 4,180	\$ 4,180			
	Fence / Motorized Gate		\$ 1,600				\$ 1,642	\$ 1,642						\$ 3,284	\$ 3,612	\$ 5,212			
	Acoustical								\$ 12,625					\$ 12,625	\$ 13,888	\$ 13,888			
	Hardware Consultant									\$ 3,600				\$ 3,600	\$ 3,960	\$ 3,960			
	Cost Estimating		\$ 5,200								\$ 22,575			\$ 22,575	\$ 24,833	\$ 30,033			
	LEED Participation, Documentation, & Modeling		\$ 14,400	\$ 1,200	\$ 3,000	\$ 5,000	\$ 11,940	\$ 11,940	\$ 2,000					\$ 35,080	\$ 38,588	\$ 52,988			
	PPEC Forms						\$ 1,200	\$ 1,200						\$ 2,400	\$ 2,640	\$ 2,640			
SUBTOTAL ADDITIONAL SERVICES: SD-CD			\$50,800	\$23,200	\$35,000	\$43,500	\$22,882	\$46,326	\$14,625	\$3,600	\$22,575			\$217,708	\$239,479	\$290,279			
TOTAL BASIC & ADDITIONAL SERVICES - DESIGN PHASES ONLY (SD-CD)																			\$607,248
PROJECTED REIMBURSABLE EXPENSES			\$5,000	\$1,000														\$7,500	
TOTAL DESIGN FEE + REIMBURSABLE EXPENSES (SD - CD)																			\$614,748

		Arch	Struct	Civil	LArch	Mech	Elec	Acoustical	Hardware	Cost Estimating	Envelope Consulting		Total Sub fees without mark up	Sub Total w/ Mark-up	
I. BASIC SERVICES: BID THRU CLOSEOUT		\$71,591	\$18,715	\$18,000		\$17,050	\$17,050								\$142,406
II. ADDITIONAL SERVICES: BID THRU CLOSEOUT															
Envelope Consultant - CA											\$ 18,700		\$ 18,700	\$ 20,570	\$ 20,570
Landscape Architecture - CA					\$ 10,000								\$ 10,000	\$ 11,000	\$ 11,000
Acoustic Bidding Service								\$ 1,800.00					\$ 1,800	\$ 1,980	\$ 1,980
Acoustic CA Service								\$ 2,500.00					\$ 2,500	\$ 2,750	\$ 2,750
Enhanced CA		\$ 38,400	\$ 6,000	\$ 5,000	\$ 1,500	\$ 2,500	\$ 2,500						\$ 17,900	\$ 19,250	\$ 57,650
Constructability Review Participation		\$ 6,800	\$ 2,000	\$ 3,500	\$ 2,500	\$ 1,550	\$ 1,550						\$ 11,100	\$ 12,210	\$ 19,010
Commissioning Support		\$ 3,600				\$ 9,600							\$ 9,600	\$ 10,560	\$ 14,160
Conformed Set Documents		\$ 6,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,215	\$ 1,215						\$ 7,430	\$ 8,173	\$ 14,173
Record Drawings		\$ 8,400	\$ 3,000	\$ 4,000	\$ 1,000	\$ 2,016	\$ 2,016						\$ 12,032	\$ 13,235	\$ 21,635
SUBTOTAL ADDITIONAL SERVICES CA PHASE ONLY		\$63,200	\$13,000	\$14,500	\$16,000	\$16,881	\$7,281	\$4,300	\$0	\$0	\$18,700	\$0	\$90,662	\$99,728	\$162,928
TOTAL BASIC & ADDITIONAL SERVICES: CA PHASES ONLY															\$305,334
OPTIONAL SERVICES															
Utility Rebate Options and Submission		\$ 2,960.00				\$ 3,000.00	\$ 3,000.00						\$ 6,000	\$ 6,600	\$ 9,560
FF&E Coord w/ SPC & Vendor(s)		\$ 4,800.00											\$ -	\$ -	\$ 4,800
Enhanced LCCA						\$ 3,750.00	\$ 3,750.00						\$ 7,500	\$ 8,250	\$ 8,250
PV systems							\$ 6,378.00						\$ 6,378	\$ 7,016	\$ 7,016
Environmental Noise assessment								\$ 2,500.00					\$ 2,500	\$ 2,750	\$ 2,750
TOTAL OPTIONAL SERVICES															\$ 32,376

CITY OF
STANWOOD

POLICE STATION
& COUNCIL
CHAMBERS

TAMP

PROJECT NUMBER

2022105

ISSUED FOR: DATE:

SD SET	7/18/25
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PLAN APPROVAL

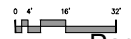
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SHEET CONTENTS

MECHANICAL

CHAPTER 10

SHEET NUMBER:





TITLE

CITY OF
STANWOOD

POLICE STATION
& COUNCIL
CHAMBERS

26855 PIONEER HIGHWAY,
STANWOOD, WA 98292

STAMP

KEY PLAN

PROJECT NUMBER

2022105

ISSUED FOR: DATE:

CONCEPT PROGRESS SET 1/28/25

PLAN APPROVAL

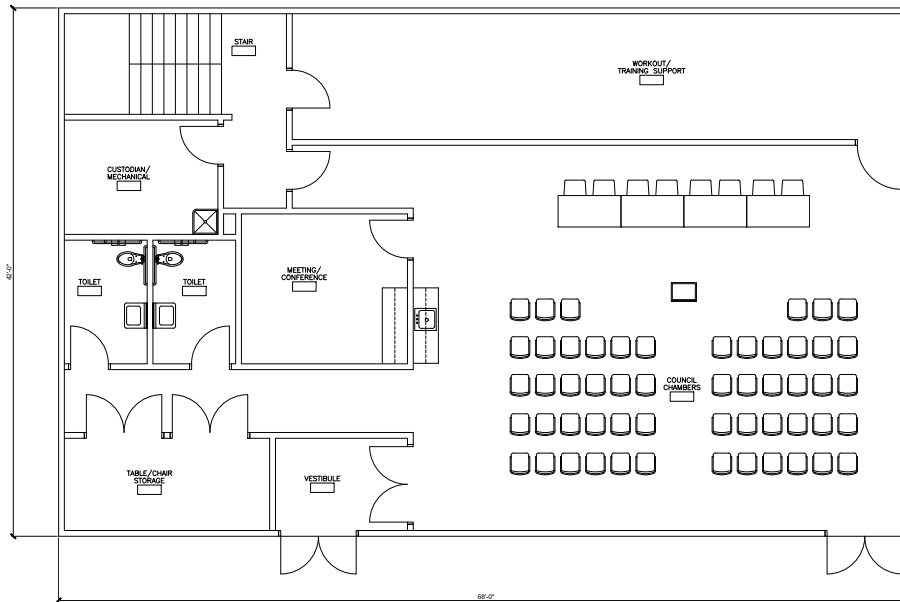
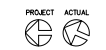
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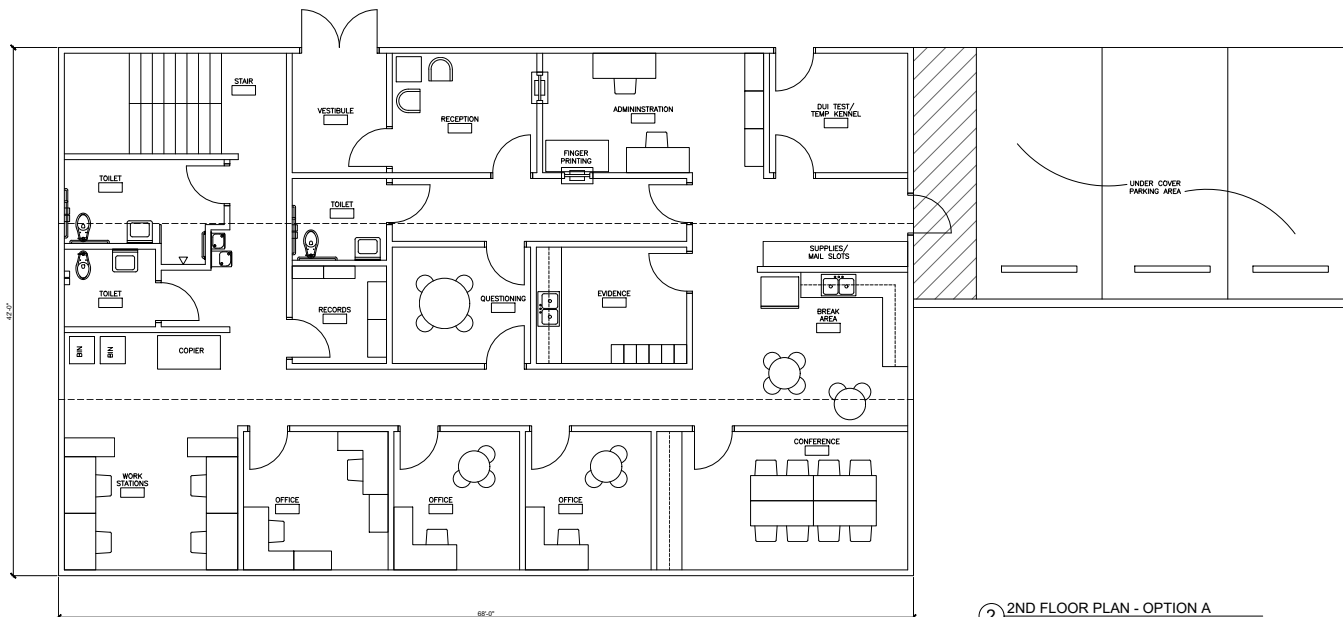
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CONCEPT FLOOR
PLANS

SHEET NUMBER



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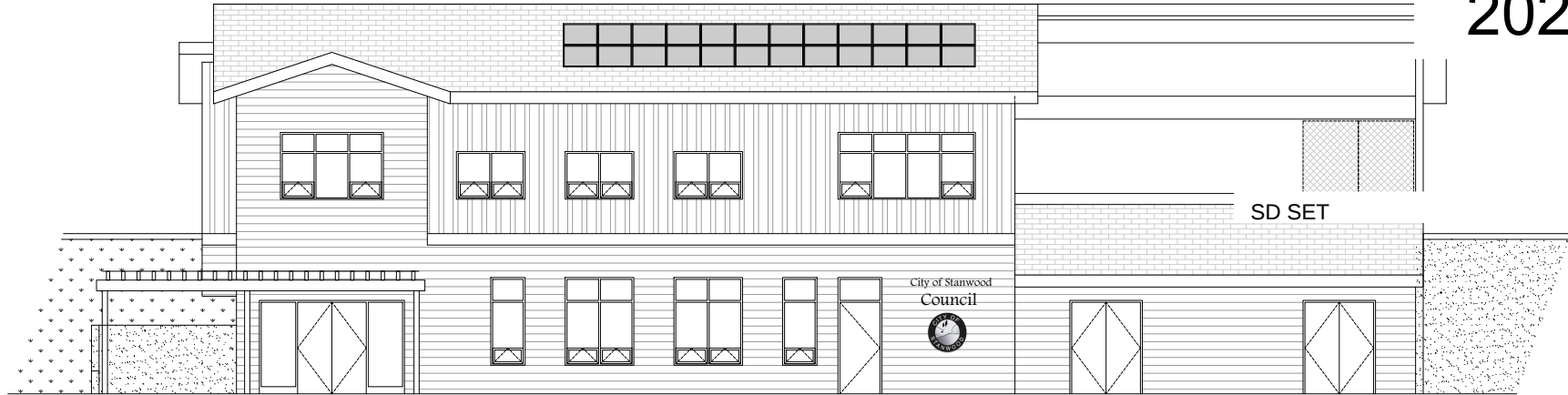


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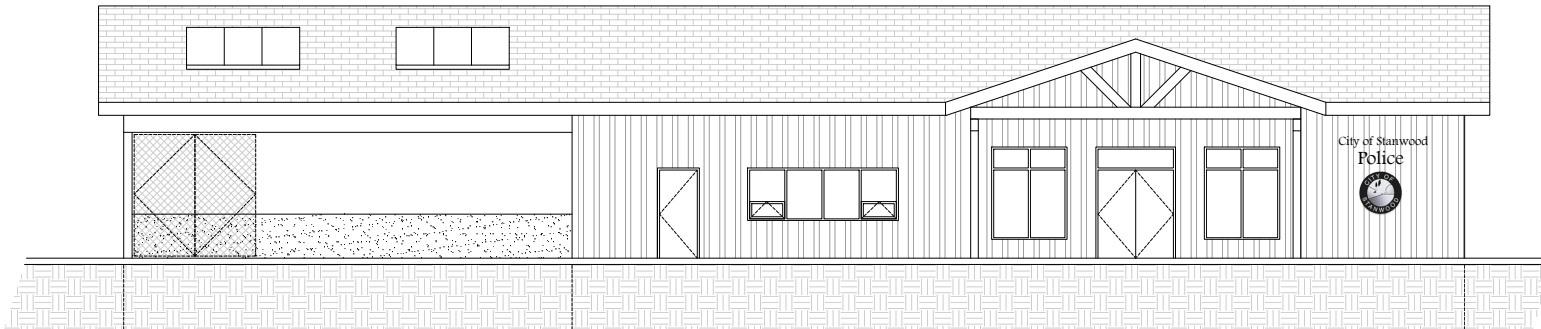
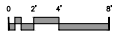
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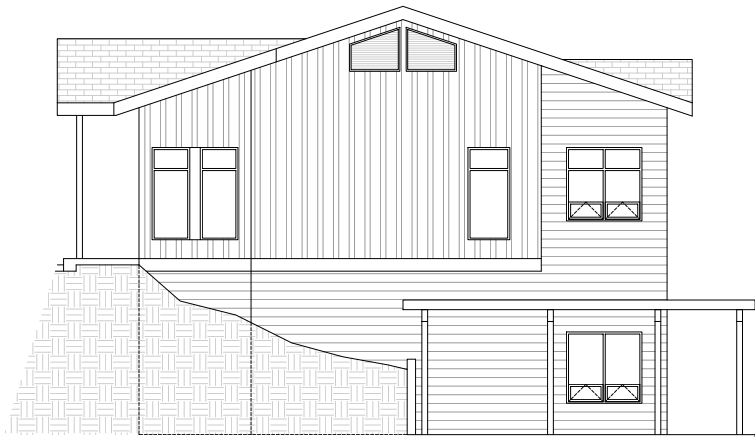
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2024-2025



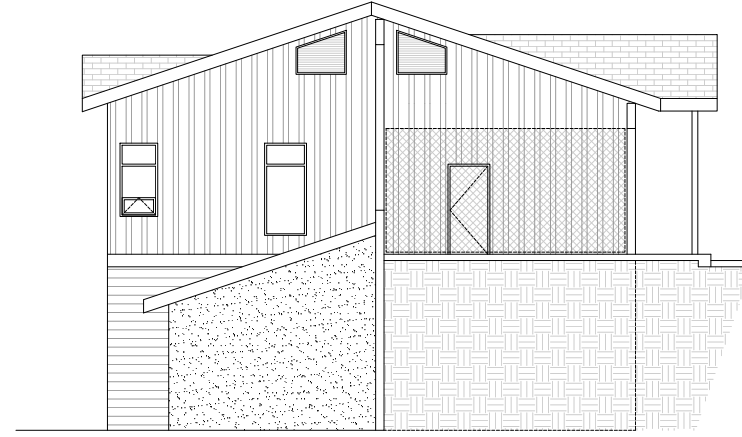
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② EAST ELEVATION - OPTION 2
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③ NORTH ELEVATION - OPTION 2
SCALE: 1/4"=1'-0"



④ SOUTH ELEVATION - OPTION 2
SCALE: 1/4"=1'-0"



TITLE

CITY OF
STANWOOD
POLICE STATION
& COUNCIL
CHAMBERS
26855 PIONEER HIGHWAY,
STANWOOD, WA 98292

STAMP

KEY PLAN

PROJECT NUMBER

2022105

ISSUED FOR: DATE:

PROGRESS SET 7/11/25

PLAN APPROVAL

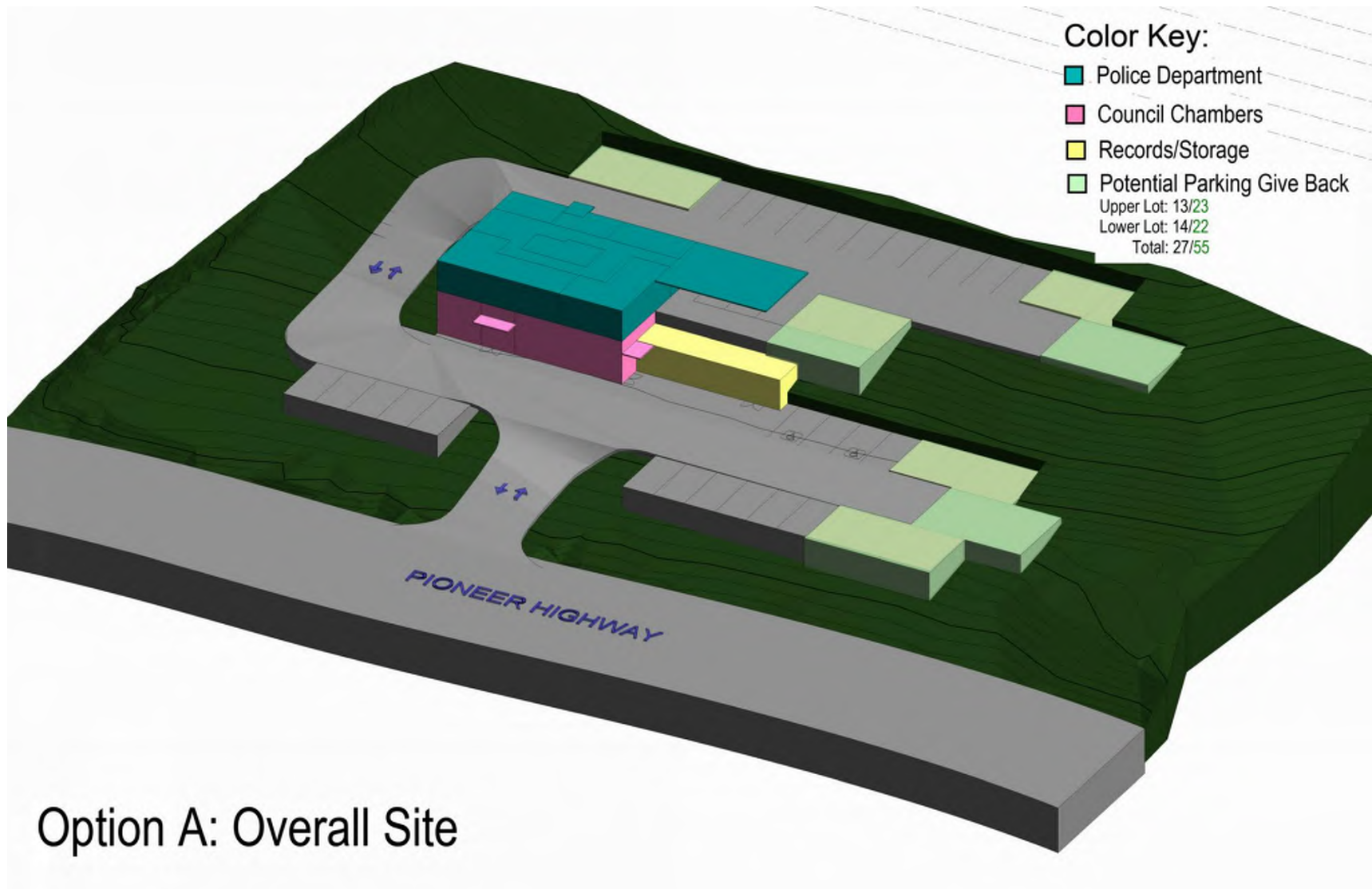
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SHEET CONTENTS

CONCEPT
ELEVATIONS
OPTION 2

SHEET NUMBER



Option A: Overall Site