

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, July 23, 2020



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, July 23, 2020 – 7:00 p.m.

This meeting will be conducted by telephone and online,
connection information will be posted on City Website—
<https://www.stanwoodwa.org>

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
5. **COMMITTEE REPORTS**
 - a. Planning Commission Meeting Minutes – June 22, 2020 5-1
 - b. Community Development Committee Meeting Minutes – July 9, 2020 5-8
6. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 6-1
 - b. Approve July 9, 2020 Regular Meeting Minutes 6-6
7. **OLD BUSINESS**
 - a. Mayoral Vacancy 7-1
 - i. Councilmember Candidate Interviews
 - ii. Executive Session to Evaluate the Qualifications of a Candidate for Appointment to Elective Office RCW 42.30.110 (h)
 - iii. Mayor Appointment
8. **NEW BUSINESS**
 - a. Councilmember Vacancy Process Discussion
9. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

June 25, 2020 Regular Meeting
July 09, 2020 Regular Meeting
July 23, 2020 Regular Meeting
August 13, 2020 Special Workshop Meeting
August 13, 2020 Regular Meeting

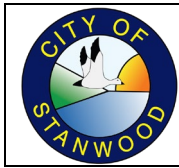


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a
DATE: July 23, 2020
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – June 22, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the June 22, 2020 Planning Commission Meeting are attached to this staff report for approval as presented



Planning Commission Meeting Minutes June 22, 2020

Call to Order 6:30 pm

Roll Call

Present

Linda Utgard
Darren Robb
Patrick Hosterman
Larry Sather
Justin Burns

Excused

Marcus Metz

Absent

Lance Dennis

Staff Present: Patricia Love, Amy Rusko, Krista Hintz

The Minutes of the May June 8, 2020 Planning Commission Meeting were approved as presented.

New Business

Planning 101: Role of the Planning Commission presented by Community Development Director

Patricia Love.

What is a Planning Commission?

- Volunteer Advisory Committee
- Governed by RCW 35.63 and SMC 2.12
- Appointed by the Mayor and Confirmed by the City Council
- Provides citizen review and perspective on issues
- Make recommendations on planning-related matters to the city Council

Planning Commission Duties:

SMC 1.12 Planning Commission

Powers and Duties. The planning commission shall advise the mayor and council in matters concerning the comprehensive land use and development of the city and its environs, hold public meetings and hearings when called for by this code when requested by the city council, and provide the council with

copies of all minutes of each session of the commission. The commission shall prepare and submit to the city council for adoption any additional plans and undertake any plans and studies assigned by the city council to better accomplish the objectives, intent, purpose, scope, goals, and policies of this code. The commission shall also perform other duties as assigned by city council.

Guidance Document

A short Course on Local Planning Resource Guide

- New to the Planning Commission
- FAQ's
- The Planning Model in Washington
- The Planning Commission Act
- Growth Management Act

Download: Dept of Commerce Short Course Guidebook



Planning Commission Meeting Minutes June 22, 2020

Planning 101: Introduction to Land Use Planning presented by Community Development Director Patricia Love.

A brief history of Stanwood was presented.

History of Land Use Regulation- Federal | State | Local Authority

US Constitution = Land Use Rights Ruled

-Belief that it was an unreasonable intrusion into private property rights for a government to restrict how an owner might use property

Still Applies Today with Exceptions:

- Public Health,
- Welfare, &
- Safety

Federal Government

Federal Level: Code of Federal Regulations = CFR

-Authorized by President Roosevelt in 1938 to organize and maintain material published by federal agencies

- 50 Chapters =
- Department of Transportation,
- Department of Education
- Environmental Protection Agency
- National Environmental Protection Act,
- Federal Clean Water Act,
- • Endangered Species Act,

Many of these regulations get passed down from the Federal Government to the State & Local level which we as Planners have to implement

Washington State Government

Washington State Constitution

- Ratified on October 1, 1889
- Statehood Granted on November 11, 1889
- 32 Sections with 3 Amendments

Revised Code of Washington (RCW)

- Laws of the State of Washington under the State Constitution
- 91 Titles

Washington Administrative Code (WAC)

-Rules & Regulations on implementation the RCWs



Local Level: Stanwood Style

Comprehensive Plan:

- Vision & Road Map to Stanwood's Future = Policy Document
- Incorporated in 1903
- First Comp Plan was adopted in 1966

Zoning & Development Regulations:

- Established land use rights & vesting rights
- First zoning code was adopted in 1967

Other: Evolution of Case Law

United States: Strong Land Use Rights

- Lawsuits heavily influence land use laws
- States and Cities must adapt to changes in case law

Planning and the US Constitution

- Follow Due Process – 5th Amendment
 - Provide Notice & Follow Time Lines
 - Follow & Draft Clear Regulations
- Equal Protection – 14th Amendment
 - No Discrimination – race / religion
- Just Compensation – 5th Amendment
 - Cannot "Take" Land without Payment
- Protection of Free Speech – 1st Amendment
 - Religion / Signs / Public Speech

Our jobs as City Planners & Engineers is to Protect the US Constitution.

Why Plan?

Washington State Growth Management Act:

RCW 36.70a Requires local governments to:

- Manage growth & housing
- Protect critical areas & resource lands
- Prepare comprehensive plans
- Adopt capital & transportation plans

Adopt development regulations



Who Are We? Stanwood's Vision

- Snow Goose Is Our Symbol
- Small Town Feel
- Rural / Agricultural Community
- Commercial & Cultural Center
- Arts Oriented
- Good Schools
- Environmental Protection
- Sustainable

What is a Comprehensive Plan?

The Comprehensive Plan is a statement of the community's vision for the future and a guide to achieving that vision.

- Sets Policy for Future Growth & Development
- Framework for Regulation
- Addresses Issues Important to the Community
- Serve as Administrative Guidelines

-Governed by RCW 36.70A: Growth Management Act

=8 Mandatory Elements:

1. Land Use
2. Housing
3. Capital Facilities
4. Utilities
5. Rural (N/A Stanwood)
6. Transportation
7. Economic Development
8. Parks & Recreation

-Cities Can Add Additional Elements

9. Stanwood added: Natural Features Element

A Comprehensive Plan is a 20 year forecast or vision of what you want your community to look like in the future. Stanwood is currently planning for the 2015 – 2035 horizon.

What is the Relationship between Comp Plans & Zoning?

Zoning Codes and Development Regulations Implement the Policies of the Comprehensive Plan.

What is Zoning?

Zoning is a set of land use regulations used to implement Comprehensive Plan policies:

- It segregate uses that are thought to be incompatible – such as single family residential from industrial
- It preserves the "character" of a community by establishing housing types, density, uses,
- Lot coverage, setbacks, building height
- Protection of critical areas
- Sometimes it includes design guidelines



Planning Commission Meeting Minutes June 22, 2020

How Are Permits Reviewed?

State Law: 3 Basic Foundations of Land Use Law:

Land Use Decision

Type of Land Use

Density

Adequacy of Public Facilities

Guiding Document

Comprehensive Plan & Zoning

Zoning

Zoning & Development Standards

"The identification of three basic land use planning choices made in applicable regulations or plans that, at a minimum, serve as a foundation for project review and that should not be reanalyzed during project permitting."

RCW 36.70B.030 Findings

SEPA / NEPA

How Does Environmental Review Fit Into Permit Review

What is NEPA / SEPA?

Federal / State Environmental Review Authority

NEPA

National Environmental Policy Act

- Effective Date: 1970
- Requires a Federal Nexus:
Permit or Funding
- Three Review Levels
 - Categorical Exclusion
 - Environmental Assessment
 - Environmental Impact Statement

SEPA - WA

State Environmental Policy Act

- Effective Date 1971
- Invoked if a Project Exceeds Predetermined Thresholds
- Three Review Levels
 - Determination of Non- Significance
 - Mitigated Determination of Non- Significance
 - Environmental Impact Statement

Review Authority

NEPA

Agency with Jurisdiction:

- Corp of Engineers
- FTA; RR; EPA
- WSDOT = Assigned By
Federal Highway Administration

SEPA

Agency with Jurisdiction:

- State
- Counties
- Cities

SEPA Thresholds:

State Determined Levels of No Impact = Thresholds

- Managed by the WA Dept of Ecology
- Cities / Counties Can Adopt State Thresholds or Lower
- Stanwood Thresholds:
 - Single Family Residential Plots of 30 units or fewer
 - Multifamily structures of 60 units or fewer
 - Commercial buildings of 30,000 sf or less
 - Parking lots of 90 stalls or less
 - Grading of 1,000 cubic yards or less



Planning Commission Meeting Minutes June 22, 2020

Miscellaneous Business

Commissions recommendations were forwarded to the Community Development Committee and Economic Development Board. The project was well received by both and recommend to get it done.

Upcoming items:

Next meeting will be July 13 ,2020. The agenda will cover Permit Procedure Code Process Update

Adjourn: 7:38pm

Krista Hintz, Administrative Assistant



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b
DATE: July 23, 2020
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love
ATTACHMENTS: A – July 09, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the July 09, 2020 Community Development Committee Meeting are attached to this staff report for approval as presented.

Present: Elizabeth Callaghan, Judy Williams, Sid Roberts, Patricia Love, Krista Hintz

The July 9, 2020 meeting was called to order at 6:01 pm.

Community Development Director Patricia Love presented the Permit Review Procedures for City of Stanwood

One of the City's 2019 / 2020 work items is to review and improve our permitting process to: improve our communication with the public regarding permitting and to reduce procedural conflicts in the code which causes confusion. The goal is to simplify the process for the average applicant and provide an online application process.

Background

The Stanwood Municipal Code contains three chapters addressing the processing of permits:

- SMC 17.80, Administration
- SMC 17.81A, Procedures
- SMC 17.81B, Types of Land Use Review

These code sections have been amended over time and contain conflicting requirements. They also contain imbedded development regulations, such as grading standards and variance criteria, which should be in their own separate and distinct chapters.

Proposed Code Changes

In evaluating how to amend the City's permitting procedures chapters, staff is proposing the following amendments:

- Consolidate the three permitting procedures chapters into a single chapter that follows the permitting steps.
- Eliminate duplicative and conflicting code sections.
- Include easy to read tables detailing permit types and process.
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
 - o Grading Regulations
 - o Development Agreements
 - o Variance and Conditional Use Criteria
 - o Amendments to Annexations (Similar to Comprehensive Plan Amendments)
- Create flow charts for each permit type (Completed).
- Adopt new permit procedures following the following outline:
 - Article I: General Provisions
 - Article II: Application Provisions and Procedures
 - Article III: Permit Review Procedures
 - Article IV: Post Permit Requirements
- Review and update the permitted use matrix based on use and permit type.

Permit Application Category Types

- Type I: Administrative Decisions without Notice
- Type II: Administrative Decisions with Public Notice
- Type III: Decisions After Public Hearing by Hearing Examiner
- Type IV: City Council Decisions-Development Agreements, Site Specific Rezones
- Type V: City Council Decisions- Street Vacations, Final Plats

Permit Process Obtaining a Complete Application

- Application Submittal
- Staff Review Application for Completeness
- Application Complete- YES – Issue Notice of Completeness
NO – Issue Notice of Incomplete Application
Application Resubmittal- Back to Staff Review for Completeness

Flow Charts were provided to show the process for:

Type I: Administrative Review

Type II: Administrative Review with Public Comments

Type III: Decisions After Public Hearing by Hearing Examiner

Type IV: City Council Decisions-Development Agreements, Site Specific Rezones

The Committee was in supportive of simplifying the process and feel this may encourage more citizens to go through the application process.

Comments

- Elizabeth Callaghan cautioned- Make sure to focus on the process and avoid trying to change anything of substance.
- Judy Williams believes the new process is fresh and current.
- Sid Roberts stated many residents are unfamiliar with the appeal process and would like to see the city build in the Appeal Process to the new procedure.

Adjourn: 6:46 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: July 23, 2020

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank electronic funds transfers and Washington Federal Bank voucher checks 32779 through 32807 in the amount of \$167,849.42. Approve issuance of Washington Federal Bank electronic payroll funds transfers and Washington Federal Bank payroll checks 1734 through 1742 in the amount of \$252,307.47.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFER AND WASHINGTON FEDERAL BANK VOUCHER CHECKS 32779 THROUGH 32807 IN THE AMOUNT OF \$167,849.42. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS AND WASHINGTON FEDERAL BANK PAYROLL CHECKS 1734 THROUGH 1742 IN THE AMOUNT OF \$252,307.47.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

07/01/2020 To: 07/14/2020

Time: 15:02:30 Date: 07/15/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3335	07/01/2020	Claims	3	EFT	Heartland Payment Systems	2,344.26	June Merchant Fees
3389	07/03/2020	Claims	3	EFT	Chase Paymentech	1,550.70	June Merchant Fees
3390	07/06/2020	Claims	3	EFT	Xpress/Bill Pay	524.58	10290 Monthly Maintenance Fee June
3432	07/10/2020	Claims	3	32779	5 Star service Inc.	3,800.00	City Of Stanwood
3433	07/10/2020	Claims	3	32780	Gaylynn Brien	60.00	City Of Stanwood
3434	07/10/2020	Claims	3	32781	Cadman, Inc.	4,097.72	9415350; 9415350; 9415350
3435	07/10/2020	Claims	3	32782	Cedarhome Repair	1,829.64	City Of Stanwood; City Of Stanwood
3436	07/10/2020	Claims	3	32783	Edge Analytical Inc	20.00	STA01
3437	07/10/2020	Claims	3	32784	Frontier Communications Northwest, Inc.	460.34	City Of Stanwood; City Of Stanwood
3438	07/10/2020	Claims	3	32785	HB Jaeger	1,399.36	CISTA; CITSTA; CITSTA
3439	07/10/2020	Claims	3	32786	J.A. Brennan Associates, PLLC	19,111.90	City Of Stanwood
3440	07/10/2020	Claims	3	32787	Lenz Enterprises Inc	15.25	City Of Stanwood
3441	07/10/2020	Claims	3	32788	Loggers & Contractors Supply Inc.	43.40	CITSTA
3442	07/10/2020	Claims	3	32789	Navia Benefits	50.00	City Of Stanwood
3443	07/10/2020	Claims	3	32790	OSW Equipment & Repair, LLC	5,688.23	55495
3444	07/10/2020	Claims	3	32791	Office Depot	778.64	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
3445	07/10/2020	Claims	3	32792	PUD Of Snohomish County *	4,501.32	202982351; 200794063; 200592889; 200128742; 200633634
3446	07/10/2020	Claims	3	32793	Perteet Inc.	10,061.67	City Of Stanwood
3447	07/10/2020	Claims	3	32794	Platt Electric Supply Inc	217.53	24127
3448	07/10/2020	Claims	3	32795	Ricoh USA, Inc.	324.01	1316669-3660143; 1316669-3660142
3449	07/10/2020	Claims	3	32796	Sara Robinson	50.00	City Of Stanwood
3450	07/10/2020	Claims	3	32797	Shred-it US JV LLC	41.91	14668765
3451	07/10/2020	Claims	3	32798	Snohomish County Public Def Association	2,043.44	City Of Stanwood
3452	07/10/2020	Claims	3	32799	Special Asphalt Products	3,824.28	STA001; City Of Stanwood
3453	07/10/2020	Claims	3	32800	Stanwood Camano News	51.46	261981
3454	07/10/2020	Claims	3	32801	Stanwood Chamber Of Commerce	750.00	City Of Stanwood
3455	07/10/2020	Claims	3	32802	T-Bailey, Inc	101,367.77	City Of Stanwood
3456	07/10/2020	Claims	3	32803	Utilities Underground Loc	132.87	134200
3457	07/10/2020	Claims	3	32804	Verizon Wireless	1,036.22	372541731-00001
3458	07/10/2020	Claims	3	32805	WA St Treasurer	155.00	City Of Stanwood
3459	07/10/2020	Claims	3	32806	Waste Management Skagit	154.18	8-34465-95001
3460	07/10/2020	Claims	3	32807	Ziply Fiber	1,363.74	360-629-4907-072497-5; 206-188-0411-053105-5
001 General Fund						12,880.56	
101 Street Fund						2,200.18	
103 Street Construction Fund						17,983.67	
104 Park And Trail Improvement Fund						19,111.90	
115 Tourism And Promotion DSC						750.00	
401 Sewer Fund						4,314.60	
410 Drainage Fund						469.97	
421 Water Fund						8,615.77	
422 Water Construction Fund						101,367.77	
630 Agency Fund						155.00	

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

07/01/2020 To: 07/14/2020

Time: 15:02:30 Date: 07/15/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 167,849.42
* Transaction Has Mixed Revenue And Expense Accounts						167,849.42	

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 Corda Dorkin Date: 7-15-2020
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

07/01/2020 To: 07/14/2020

Time: 15:03:22 Date: 07/15/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3274	07/08/2020	Payroll	3	EFT		4,021.61	June 2020 Payroll
3275	07/08/2020	Payroll	3	EFT		2,218.06	June 2020 Payroll
3276	07/08/2020	Payroll	3	EFT		1,954.99	June 2020 Payroll
3277	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3278	07/08/2020	Payroll	3	EFT		3,886.29	June 2020 Payroll
3279	07/08/2020	Payroll	3	EFT		6,198.83	June 2020 Payroll
3280	07/08/2020	Payroll	3	EFT		3,867.86	June 2020 Payroll
3281	07/08/2020	Payroll	3	EFT		1,840.10	June 2020 Payroll
3282	07/08/2020	Payroll	3	EFT		2,009.68	June 2020 Payroll
3283	07/08/2020	Payroll	3	EFT		4,685.88	June 2020 Payroll
3284	07/08/2020	Payroll	3	EFT		2,009.68	June 2020 Payroll
3285	07/08/2020	Payroll	3	EFT		2,836.75	June 2020 Payroll
3286	07/08/2020	Payroll	3	EFT		3,269.93	June 2020 Payroll
3287	07/08/2020	Payroll	3	EFT		3,062.41	June 2020 Payroll
3288	07/08/2020	Payroll	3	EFT		5,774.43	June 2020 Payroll
3289	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3290	07/08/2020	Payroll	3	EFT		2,116.88	June 2020 Payroll
3291	07/08/2020	Payroll	3	EFT		5,401.17	June 2020 Payroll
3292	07/08/2020	Payroll	3	EFT		856.62	June 2020 Payroll
3293	07/08/2020	Payroll	3	EFT		5,590.11	June 2020 Payroll
3294	07/08/2020	Payroll	3	EFT		4,233.26	June 2020 Payroll
3295	07/08/2020	Payroll	3	EFT		3,284.02	June 2020 Payroll
3296	07/08/2020	Payroll	3	EFT		2,072.83	June 2020 Payroll
3297	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3298	07/08/2020	Payroll	3	EFT		3,062.92	June 2020 Payroll
3299	07/08/2020	Payroll	3	EFT		2,273.41	June 2020 Payroll
3300	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3301	07/08/2020	Payroll	3	EFT		3,273.42	June 2020 Payroll
3302	07/08/2020	Payroll	3	EFT		1,390.34	June 2020 Payroll
3303	07/08/2020	Payroll	3	EFT		5,227.80	June 2020 Payroll
3304	07/08/2020	Payroll	3	EFT		3,243.42	June 2020 Payroll
3305	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3306	07/08/2020	Payroll	3	EFT		2,501.40	June 2020 Payroll
3307	07/08/2020	Payroll	3	EFT		4,182.08	June 2020 Payroll
3308	07/08/2020	Payroll	3	EFT		2,729.26	June 2020 Payroll
3309	07/08/2020	Payroll	3	EFT		2,410.43	June 2020 Payroll
3310	07/08/2020	Payroll	3	EFT		3,404.98	June 2020 Payroll
3311	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3312	07/08/2020	Payroll	3	EFT		391.19	June 2020 Payroll
3322	07/08/2020	Payroll	3	EFT	HSA Bank	1,558.00	Pay Cycle(s) 07/08/2020 To 07/08/2020 - HSA Contributions ER; Pay Cycle(s) 07/08/2020 To 07/08/2020 - HSA Contr EE Over 55
3323	07/08/2020	Payroll	3	EFT	Internal Revenue Service (941)	50,865.62	941 Deposit for Pay Cycle(s) 07/08/2020 - 07/08/2020
3324	07/08/2020	Payroll	3	EFT	WA St Department Of Retirement Systems	40,345.31	Pay Cycle(s) 07/08/2020 To 07/08/2020 - PERS2; Pay Cycle(s) 07/08/2020 To 07/08/2020 - PERS 3; Pay Cycle(s) 07/08/2020 To 07/08/2020 - 457 - DRS (DCP)
3325	07/08/2020	Payroll	3	1734	AFLAC	444.79	Pay Cycle(s) 07/08/2020 To 07/08/2020 - AFLAC, Pre-Tax; Pay Cycle(s) 07/08/2020 To 07/08/2020 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

07/01/2020 To: 07/14/2020

Time: 15:03:22 Date: 07/15/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3326	07/08/2020	Payroll	3	1735	AWC Employee Benefit Trust	12,706.57	Pay Cycle(s) 07/08/2020 To 07/08/2020 - AWC - Health First 250; Pay Cycle(s) 07/08/2020 To 07/08/2020 - AWC- Dental J; Pay Cycle(s) 07/08/2020 To 07/08/2020 - AWC - Vision; Pay Cycle(s) 07/08/2020 To;
3327	07/08/2020	Payroll	3	1736	Colonial Life Insurance	66.75	Pay Cycle(s) 07/08/2020 To 07/08/2020 - Colonial Life Ins
3328	07/08/2020	Payroll	3	1737	Hartford Retirement Plan Services	2,938.00	Pay Cycle(s) 07/08/2020 To 07/08/2020 - 457 - MassMutual (Hartford); Pay Cycle(s) 07/08/2020 To 07/08/2020 - Roth 457(b)(MassMutual)
3329	07/08/2020	Payroll	3	1738	ICMA Retirement Trust	2,555.97	Pay Cycle(s) 07/08/2020 To 07/08/2020 - 457 - ICMA
3330	07/08/2020	Payroll	3	1739	Navia Benefits	66.67	Pay Cycle(s) 07/08/2020 To 07/08/2020 - Medical FSA-S125; Pay Cycle(s) 07/08/2020 To 07/08/2020 - Navia Limited FSA
3331	07/08/2020	Payroll	3	1740	Western Conference of Teamsters Pension Trust	1,988.11	Pay Cycle(s) 07/08/2020 To 07/08/2020 - Teamsters Pension
3332	07/08/2020	Payroll	3	1741	Teamsters Union Local 231	1,341.00	Pay Cycle(s) 07/08/2020 To 07/08/2020 - Teamsters Dues
3333	07/08/2020	Payroll	3	1742	Washington Teamsters Welfare Trust	29,801.50	Pay Cycle(s) 07/08/2020 To 07/08/2020 - Teamsters Dental; Pay Cycle(s) 07/08/2020 To 07/08/2020 - Teamsters Medical
						113,641.70	001 General Fund
						19,892.22	101 Street Fund
						1,337.01	108 Transportation Sales Tax Fund
						38,428.94	401 Sewer Fund
						22,979.21	410 Drainage Fund
						56,028.39	421 Water Fund
						252,307.47	Payroll:
							252,307.47

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 Corder Onda Date: 7-15-2020
 () Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b
DATE: July 23, 2020
SUBJECT: City Council July 09, 2020 Regular Meeting Minutes
CONTACT PERSON: Sara Robinson, Deputy Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the July 09, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE July 09, 2020 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, July 09, 2020 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Pro–Tem Dianne White called the meeting to order at 7:01 p.m.

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Assistant Public Works Director/City Engineer Shawn Smith, Interim Finance Director Wendy Dowhower, Community Development Director Patricia Love, Attorney Brett Vinson, Fire Chief John Cermak, City Administrator Jennifer Ferguson, Administrative Assistant Krista Hintz and Deputy Clerk Sara Robinson.

Motion by Councilmember Johnson, Second by Councilmember Pearce to excuse Councilmember Williams. Motion carried unanimously.

Councilmember Williams joined the meeting at approximately 7:10 pm.

3. Approval of the Agenda

Motion by Councilmember/Pro-Tem White second by Councilmember Johnson to amend the agenda by adding an item to New Business as 8b Discuss the Mayoral Vacancy. Motion carried unanimously.

Motion by Councilmember Johnson, second by Councilmember Shepro to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments - Removed via motion at 3-26-2020 Meeting

5. Staff Reports

- a. Police Compstat Report- June 2020

6. Committee Reports

- a. Public Safety Committee Meeting Minutes – June 25, 2020
- b. Planning Commission Meeting Minutes – June 08, 2020
- c. Economic Development Board Meeting Minutes – April 17, 2020

Stanwood City Council Meeting Minutes – June 25, 2020

d. Economic Development Board Meeting Minutes – May 25, 2020

Councilmember Shepro inquired about the Public Safety Committee Meeting Minutes. Should the citizens that were in attendance be listed on in the minutes?

City Administrator, Jennifer Ferguson noted that while it is not normal protocol it is up to the Committee Chair if that information is documented. At this time the City is exempt under the open public meeting act due to the Governor's proclamation.

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve June 25, 2020 City Council Meeting Minutes

Motion by Councilmember Johnson, Second by Councilmember Callaghan, to approve the Consent Agenda items a and b. Motion carried unanimously.

8. New Business

- a. Discover Stanwood Camano – Safe Shop Campaign

City Administrator, Jennifer Ferguson provided an overview of the Discover Stanwood Camano – Shop Safe Campaign.

The City was awarded CARES Act Funding and has executed an agreement with the Department of Commerce to utilize these funds to mitigate the impacts of the COVID 19 pandemic. These funds will cover the estimated cost of \$15,000.

Shop Safe & Discover Stanwood Camano is an effort developed in partnership with the City of Stanwood and the Stanwood Chamber of Commerce that will highlight the dedication local businesses have for health and safety, reassuring our community that it is safe to visit, dine, and shop once again. This campaign is designed to help the community overcome the psychological barriers generated from the Stay Home order implemented in March 2020. Shop Safe & Discover Stanwood Camano will bring small business to the forefront and advocate the importance of supporting locally first. This campaign will take a collective effort by all participating businesses as we move into each phase of reopening. Shops who commit to the Business Safety Promises, as well as, display the provided window clings, floor signage, and promote the campaign on owned website and social media will create consistency and show a concerted effort.

The initiative will kick off next week.

No Motion – Discussion Only

Stanwood City Council Meeting Minutes – June 25, 2020

b. Discuss the Mayoral Vacancy

The Council had a discussion regarding the Mayoral Vacancy Appointment process.

Below is an outline for discussion from the City Attorney:

- A. Amendment of the July 9, 2020 Regular Council Meeting Agenda
Should the council decide to discuss the Mayoral Vacancy and Appointment Process, then a motion to amend the agenda to add: "Discuss the Mayoral Vacancy" must be made.(a motion to Amend the Agenda was made in item 3. Approval of the Agenda)
- B. Pursuant to Stanwood Council Rules, the Mayor must be appointed at the next regular council meeting. Should the council decide to adopt a process different than current Council Rules dictate, then a motion to suspend the Council Rules of Procedure must be made.

Motion by Councilmember Roberts, Second by Councilmember Shepro, to Suspend Council Rule #5. Motion carried unanimously.

- C. Pursuant to RCW 42.12.070, the council can dictate a process to be followed to fill the vacancy caused by the Mayor's resignation.

MAYOR VACANCY APPOINTMENT PROCESS TEMPLATE

- 1. Applications must be submitted by 5:00 pm on _____.

Motion by Councilmember Johnson, Second by Councilmember Callaghan, Applications must be submitted by 5:00 pm on Sunday, July 19, 2020. Motion carried unanimously.

- a. Determine whether applications are open to just councilmembers and/or to the public at large.

Motion by Councilmember Johnson, Second by Councilmember Roberts, to open applications to the public at large.

Councilmember Johnson-Yes, Councilmember White-No, Councilmember Callaghan-Yes, Councilmember Pearce- No, Councilmember Shepro- Yes, Councilmember Roberts- No, Councilmember Williams- No. Motion Failed - 4 Votes-No / 3 votes-Yes.

Applications will be open to the councilmembers only.

- b. Vacancy posted on city webpage.
 - i. Applicant submit Letter of Intent and supporting documents online.
- 2. The applications will be considered on _____.

Motion by Councilmember Johnson, Second by Councilmember Callahan - The applications will be considered at the Regular City Council Meeting on July 23, 2020. Motion carried unanimously.

Stanwood City Council Meeting Minutes – June 25, 2020

- a. Applicants will be given _____ minutes to share with council their qualifications and interest.

Motion by Councilmember Johnson, Second by Councilmember Shepro - Applicants will be given up to 5 minutes to share with council their qualifications and interest. Motion carried unanimously.

- b. Council will then convene to executive session to discuss applicants. NO VOTING IS ALLOWED IN EXECUTIVE SESSION.

- i. Any councilmember who applied should not participate in Executive Session.

9. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

10. Reports of Officers and Committees

- a. Mayor's Report –

Mayor Pro-Tem Dianne White said a huge Thank you to Leonard Kelly for serving two terms as the Mayor of Stanwood. The Mayor's job is very time consuming and challenging position. Wish him the best! Thank you your service.

- b. City Administrator's Report-

City Administrator, Jennifer Ferguson reported that the City has received 24 applications from Stanwood businesses for the SOARING Business Grant Program. She is still in the process of reviewing them and doing due diligence to ensure they meet all of the criteria. At this time Ferguson has been able to sufficiently document approximately \$45,000 in CARES Act funding to go to our local businesses. We are excited to finish out and get these funds to our local businesses.

Last year the City received a Port of Seattle Grant for the Discover Stanwood Camano Tourism and Marketing Initiative. One of the exciting outcomes of this was having travel writer, Jamie Petitto come to Stanwood. You will this awesome video that showcases and highlights Stanwood. It is located on the Discover Stanwood Camano website as well as on City social media.

Regarding the Governor's order for the Open Public Meetings Act. Staff is working on the logistics of how we can bring back the Public Comments period of the Public Meetings and possibly adding them to the virtual meetings. We know that everyone is anxious to have that added back and we thank you for your patience during this time.

Ferguson showed the Mayoral Vacancy page on the City website. You will see on the page everything that was decided this evening.

Councilmember Shepro pointed out that there are 10 people from the public. When will the citizen Comments be available again?

Jennifer noted that staff is working on this and are working out the logistics. She explained the roadblocks, but we are working through the issues and it's possible that Public Comments will resume at the first meeting in August. Which will be August 13.

Stanwood City Council Meeting Minutes – June 25, 2020

c. Councilmember Reports and Questions-

Councilmember Johnson said Thank you to Leonard for all of his service. We wish him well for rebuilding his health and appreciates him prioritizing that for himself. All Mayors usually leave behind a legacy. Leonard did a lot for this community. He promoted an annual major fundraiser for the Community Chest as well as leading the efforts for the concerts in Stanwood. Neither are requirements for the job as Mayor. Thank you to him for all he did!

Councilmember Pearce also wanted to say that it was an honor to work with Leonard even though they didn't always agree. He was involved in a number of things including councils and boards. He went on many trips to lobby for us and Stanwood. The amount of time he spent was staggering. A lot of what he did will surely fall through the cracks as we don't know all that he did. He leaves behind big shoes to fill.

Councilmember Williams wanted to state her gratitude for everything Leonard did. He got her involved with councils and commissions and she was able to learn a lot from him. She is grateful for the opportunity to work with him.

Councilmember Roberts remembers first meeting Leonard when he was a UPS Driver in Stanwood. He was always cheery, tan and did a good job. He did a great job as Mayor also. It's a big job and we thank him for his service. Leonard was on the Transit Board and with his resignation he also had to resign from that position. Sid hopes that whoever fills the position steps up and fills that vacancy as it is very important for Stanwood to be represented. Question – When we have the vote for the Mayor how will that go? Attorney, Brett Vinson explained the process.

Councilmember Shepro commented that he had seen Leonard Kelley in the QFC Store and had a wonderful conversation with him. Hopes he can see him there again and have the same experience.

Councilmember Callaghan said that she spoke with Leonard this week. Elizabeth doesn't think that people know all that he did for the City of Stanwood. He was humble in the role as Mayor and served the community in a major way. Thank you!

Callaghan wanted to also point out a new business that opened recently in Stanwood, the Mustard Seed Bakery. Would like to encourage everyone to go in and see it. It's a great spot and she is glad that another business opened in that building.

11. Adjourn

Mayor Pro-Tem White adjourned the meeting at 8:04 p.m.

CITY OF STANWOOD

ATTEST:

Dianne White, Mayor Pro-Tem

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM: 7a

DATE: July 23, 2020

SUBJECT: Mayor Vacancy Appointment

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – Councilmember Elizabeth Callaghan LOI
B – Councilmember Rob Johnson LOI
C – Councilmember Sid Roberts LOI

PURPOSE

The purpose for this agenda item is the council consideration of and appointment of a new Mayor due to the resignation of Mayor Kelley.

BACKGROUND

The City Council set the process for appointing a new Mayor on July 9, 2020. Councilmember's who were interested in seeking the appointment were to submit a letter of interest (LOI) by July 19, 2020 5:00 p.m. Three Councilmembers submitted LOI's:

Councilmember Elizabeth Callaghan

Councilmember Rob Johnson

Councilmember Sid Roberts

DISCUSSION

The City Council will here five (5) minute presentations from each of the Councilmember applicants, then will move into executive session to discuss applicants, then will return to start the voting process to appoint a new Mayor to fill the term ending December 31, 2021.

RECOMMENDATION

No staff recommendation is provided.

From: noreply@civicplus.com
To: [Ferguson, Jennifer](#); [Ferguson, Jennifer](#)
Subject: Online Form Submittal: Mayoral Vacancy Application
Date: Saturday, July 18, 2020 9:36:55 PM

Mayoral Vacancy Application

First Name	Elizabeth
Last Name	Callaghan
Address	9930 272nd PL NW
Phone Number	4253153450
Length of time on City Council	6 Years
Email Address	elizabeth.callaghan@ci.stanwood.wa.us
Please briefly describe your qualifications for the position.	I have been on the Planning Commission or the City Council for the past 10 years. In my time on the council, I have served on the Public Safety, Community Development, and Public Works committees. I have a bachelor's degree in history, and recently earned my master's degree in educational leadership. In my current position at Grace Academy, in addition to teaching history, I also mentor new teachers. These experiences have helped me to grow in my leadership capacities, and in working with others to help them reach their potential in the workplace. My role as a teacher has also given me invaluable training in working to promote a positive school community that brings families, students, and teachers all working together toward a common goal. While I have not lived in Stanwood my entire life, Stanwood has been my home for the past ten years. When I moved to town, I quickly found an opportunity to get involved and joined the Planning Commission. As a more recent transplant, I have been able to see and experience our town with a fresh perspective. I can remember being so excited when we added new directional signs to town, because there is always something new to find. After recently completing the home building process in the flood zone, I can also speak from personal experience about the building process in the heart of downtown. I believe that I am qualified to be the mayor of Stanwood because of my ten years of experience with the city, and my desire to continue to serve the community with integrity.
Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.	
Letter of Intent	Letter of Interest.docx

Supporting
Documentation

[Character Reference.docx](#)

Supporting
Documentation

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

To My Fellow Councilmembers,

The recent resignation of our mayor has left a deep void. Mayor Kelley has led the city, and served his community with excellence for the last 7 years. I am interested in filling this vacancy. I have been on the Planning Commission or the City Council for the past 10 years. In that time, I have gained a greater knowledge and appreciation for the City of Stanwood and local government. One of the main priorities of the mayor is to represent the city well, not only in our community, but in the surrounding cities. I believe that I will be an excellent ambassador for the city. As a community member, I have also enjoyed participating in local events, and as mayor I would continue to do so. In the current COVID atmosphere it is critical that as a city we not only make available any and all resources to our businesses and citizens, but that we also help find creative solutions to keep our community thriving. As mayor, I would help our community find ways to safely join together again in whatever capacity we can. As restrictions are lifted, and the virus weakens, many of our local events will need to be reevaluated. The city can help be a facilitator and a support to get all of our creative and capable citizens working together to rebuild what we love most about living in this beautiful small town. As mayor, leadership is crucial. My recent graduate studies have helped me grow in my leadership role in an educational setting, but there are many parallels and applications to the city. The main purpose of my studies was learning to help teachers strengthen their skills, and write and achieve effective goals for themselves. I think that we should be continually evaluating our mission and revising our practices to meet our goals. I am prepared to help the city in this endeavor. As mayor I will be working with the City Council, city staff, business and community leaders. I want to help us all reach our greatest potential while removing any obstacles. More than anything, I am certain that the role of mayor is one of service. This means being available to talk with the people of Stanwood, hear and address their concerns, attend and support community events, and offer my time and talents to the City. If selected to be the mayor for the next 18 months, it will be my privilege to use my skills, education, and experiences to serve the people of Stanwood.

Thank you for your consideration,
Elizabeth Callaghan

July 16, 2020

To whom it may concern;

It is my great honor to attest to the character of Elizabeth Callaghan.

I have known Elizabeth since my time as a Stanwood Planning Commissioner and have been very impressed by her character and the way she represents her constituents.

In my experience with Elizabeth, she prioritizes the needs of the community above all else. I believe this is a critical character trait for a leader. Elizabeth does not have an ego but instead acts as a true public servant should in putting her community first. She does the same in her profession as a teacher and is well-liked by her students.

I have really enjoyed the opportunity to work with Elizabeth both as a Planning Commissioner and as a local elected official. As a former constituent of hers, I always found Elizabeth to be very approachable and respectful. Now as a colleague, she continues to be great to work with. Our community can be proud to have leaders like Elizabeth representing them.

Please don't hesitate to contact me at any time with questions. You can reach me by email at nehringn@gmail.com or by phone at (425) 512-2120. Thank you for considering my comments.

Nate Nehring

From: noreply@civicplus.com
To: [Ferguson, Jennifer](#); [Ferguson, Jennifer](#)
Subject: Online Form Submittal: Mayoral Vacancy Application
Date: Saturday, July 18, 2020 9:08:09 PM

Mayoral Vacancy Application

First Name	Rob
Last Name	Johnson
Address	8029 283rd St NW, Stanwood, WA 98292
Phone Number	360-708-2319
Length of time on City Council	Have served since 2014
Email Address	rob8029@gmail.com
Please briefly describe your qualifications for the position.	Please refer to the letter of interest and biographical information provided. I am in my 16th year of direct electoral experience, having served in the state legislature, a school board, the North County Regional Fire Authority and the current City Council. I have 43 years of business experience in the private sector. I also spent 17 years as a Reservist for FEMA, whereby I would take an average of one month per year and to a federal disaster in numerous states to help with disaster recovery. The office of Mayor helps establish the direction of the City and it would be a high honor to have that responsibility. Please feel free to ask me questions about any aspect of the qualifications and experience I have listed. Thank you for your consideration. Rob Johnson
Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.	
Letter of Intent	Mayor (1).pdf
Supporting Documentation	Background.pdf
Supporting Documentation	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

July 18, 2020

Stanwood City Council

10220 270th St NW

Stanwood, WA 98292

Dear Fellow Council Members,

This letter serves as my official request to be considered for the appointment of Mayor by the Stanwood City Council.

My background is very extensive in areas of concern to the quality of the City. I am serving in my 7th year on the City Council and am currently the chair of the Public Works Committee and I also serve on the Finance Committee. I was just elected to a full term as a Commissioner for the North County Regional Fire Authority. Commissioner Williams and I always make sure that the concerns of the City of Stanwood are addressed by the Fire Authority.

I have been an insurance agent and financial adviser since 1977 and still operate my practice. From 1991 to 1995 I was elected to the Washington State House of Representatives. While in Olympia, I served as co-chair of the Joint Select Committee on Flood Damage Reduction and served as vice-chair of the House Committee for Natural Resources and Parks. Starting in 2003 I served three years on the Mount Vernon School District Board of Directors before I had to resign to move out of the district and be a caregiver to my father for four years. I served as a Disaster Assistance Employee with FEMA (reservist) from 1996 to 2012 working as a floodplain manager on disaster recovery in 12 different states. I also served as the Executive Director of the Cascadia Region Earthquake Workgroup (CREW) in 1999 and 2000.

Issues in Stanwood always include streets, sewers, water, public safety and planning for growth. I have extensive exposure to those subjects along with extensive background in business and finance. Stanwood has been prudent in its expenditures over the last several years and it needs to continue. Planning for a new police station and city hall needs to continue, but the pace needs to slow until the City gets through the current pandemic emergency and returns to a more normal pace. Lessons being learned during this pandemic also need to be incorporated into any future plans for the city, including a revisiting of the density requirements that we operate under in planning.

The Mayor is the most visible representative and spokesperson for the City. The Mayor must be able to communicate clearly with the media and provide a clear message. It is imperative that the Mayor work diligently to educate the populace on the pressing issues of the Town. While much of the message is limited by the current pandemic, long term plans must still go on for the long-term vision of the City.

Mayors can also have influence on some projects that make a big difference in the quality of life for the community. Mayors White and Kelley both made tremendous efforts at supporting the establishment of the local YMCA. That wasn't technically in their job description but made a huge positive contribution to the City. I would hope to be able to make that kind of contribution to the City, but time will tell. Getting a hotel to locate in Stanwood would be a good start. Making major progress in obtaining additional water supplies would also be high on my priority list.

The only promise I can make is to give the position my very best effort if chosen. Thank you for your consideration.

Sincerely,

Rob Johnson, Position 1

Additional Biographical Information Concerning Rob Johnson

I was born in Skagit Valley and raised on a dairy and crop farm on Fir Island. My mother was a registered nurse and my father was a nationally recognized dairy farmer. My parents grew peas for Twin City Foods from 1952 to 2002. I have 4 brothers and 2 sisters. I was active in Scouting while growing up and achieved Eagle Scout rank. At Mount Vernon High School I served as the Student Body President my senior year. I have been married to Ruth since 1980 and we have 2 adult children and one grandson. My daughter and grandson, age 8, live with us. My grandson attends third grade at Twin City Elementary and I am very lucky to have him and his mother with me. Ruth is an active member of Camano Island Quilters and an incredible grandma to our grandson. She also owns a very spoiled dog.

I graduated from the University of Washington with a B.A. in Society and Justice. I later studied accounting at Western Washington University. I served in the Peace Corps as an economic development adviser in the Chuuk Islands (formerly Truk Islands) in the Central Pacific Ocean.

Ruth and I moved to Stanwood in November of 2011. I served two years as President of Candle Ridge Homeowners Association. I was successful in getting the City to adopt a process for taking over retention ponds not already owned by the City.

My wife and I participated for several years in the Stanwood/Camano community fundraiser "Hidden Stars" which raised money for many community causes. The effort was led by Mayor Kelley and Renae Kettler of ReMax. We belong to the YMCA.

From: noreply@civicplus.com
To: [Ferguson, Jennifer](#); [Ferguson, Jennifer](#)
Subject: Online Form Submittal: Mayoral Vacancy Application
Date: Sunday, July 19, 2020 10:31:34 AM

Mayoral Vacancy Application

First Name	Sid
Last Name	Roberts
Address	28001 84th Dr. NW, Stanwood, WA 98292
Phone Number	425-954-4008
Length of time on City Council	Elected November 2019
Email Address	sidroberts2@gmail.com
Please briefly describe your qualifications for the position.	Please see attached LOI for qualifications and personal statement. Briefly: Lynnwood City Council 2012-2015 Community Transit board member alternate, 2012-2015 Snohomish County Board of Health Member 2014, 2015 Board member of the Lynnwood Transportation Benefit District. VP 2012-2015 Board member Lynnwood Disability Board., 2012-2015 Stanwood Planning Commission in 2018-2019 Stanwood City Council, Elected 2019 BA from Puget Sound Christian College
Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.	
Letter of Intent	Resume for Mayor opening.pdf
Supporting Documentation	Letters from Leaders.pdf

Email not displaying correctly? [View it in your browser.](#)

July 19, 2020

Jennifer Ferguson
Stanwood City Administrator
City of Stanwood

RE: LOI for Mayoral Opening

Dear Jennifer,

As a current member of the Stanwood City Council, I would like to be considered for the mayoral vacancy. This Letter of Interest is intended to serve as a basic resume of my qualifications for this application. See also letters of recommendation and character references attached as separate files.

My family:

- My wife Susan is originally from Stanwood. Her extended family came to Stanwood in the late 1940's. She and her sisters, as well as our two oldest daughters graduated from Stanwood High School.
- Susan and I have been married 37 years, have four grown children and two grandsons.
- We have owned property and paid taxes in Stanwood since 1988.
- Stanwood is our hometown.

My leisure time:

- I can be seen walking all over Stanwood most every morning.
- I enjoy chatting with neighbors and discussing the issues of our town.
- I also enjoy working on projects around the house, listening to books on my smart phone and spending time with our extended family.
- I value private time in my study and start most mornings there reflecting on what matters most to me.
- Except for LinkedIn, I'm not on social media. I rarely watch TV.
- I get my news from local newspapers, NPR and AP news.

My life experience:

- Professionally, I have been a real estate broker and small business owner for 36 years gaining a working knowledge of land use and the platting process.
- Elected to the Lynnwood City Council and served from 2012-2015. I was known for coming to meetings prepared, reading the packet and asking good questions. I recall only missing one council meeting in 4 years.
- While on the City Council in Lynnwood, I was able to work on some complicated projects including the preliminary phases of the completion of light rail to Lynnwood,

some large rezones including the old high school site to Costco and many other complex and controversial issues.

- Also related to the city council experience in Lynnwood, I personally sponsored and helped pass an ordinance that banned smoking in city parks and also a fireworks ordinance.
- After leaving the council, as a private citizen, I helped the community develop and pass a Detached Accessory Dwelling Unit (DADU) ordinance. Since that ordinance was enacted, many citizens have been able to build a detached unit and “age in place” on their own property.
- Board member alternate Community Transit from 2012-2015.
- Snohomish County Board of Health Member 2014, 2015.
- Currently member of Public Health Advisory Council at Snohomish Health District. Former chair.
- Board member of the Lynnwood Transportation Benefit District. VP 2012-2015
- Board member Lynnwood Disability Board., 2012-2015.
- Appointed to the Stanwood Planning Commission in 2018 by Mayor Kelley.
- Elected to Stanwood City Council in 2019.
- Served on three boards in the faith community.
- Earned a BA from Puget Sound Christian College, 2004 (at age 50!).

My summary: I would count it a humble privilege to serve Stanwood as the mayor and would look forward to helping the City of Stanwood, city staff and the City Council in any way possible. In government, I believe in collaboration, transparency and honest debate. I believe in a robust and strong city council. I believe in a strong mayor and value having a capable city manager like we currently have. I understand that this opportunity is an appointment and there are only 7 votes. I also understand that only one person can serve. If I’m not appointed as mayor, I will nonetheless support whomever the council should appoint and will work collaboratively with them.

Thank you for your consideration.

Sincerely,

Sid Roberts

Sid Roberts
28001 84th Dr. NW
Stanwood, WA 98292,
sidroberts2@gmail.com.

July 15, 2020

To whom it may concern:

At the request of Councilmember Sid Roberts, I am writing to confirm his tenure as a board alternate to Community Transit's Board of Directors and to share my experience working with him in that capacity. Neither Community Transit nor I are endorsing Councilmember Roberts, or any person, to serve as the next Mayor of Stanwood. Rather, I am providing this character reference as a professional courtesy to Councilmember Roberts, and in the event it is useful in your process.

I became acquainted with Councilmember Roberts through his service to the Community Transit governing board from 2012 to 2016. As a member of the Lynnwood City Council at that time, Mr. Roberts served on our board as an alternate member representing large cities in Snohomish County.

Through my association with Mr. Roberts I came to recognize him for his integrity, his commitment to public service, his enquiring mind, and his willing and positive support for the mission of Community Transit. Though not required to as an alternate, Councilmember Roberts consistently attended scheduled board meetings and commitments, was quick to volunteer his services, and was attentive to the issues at hand.

I found Councilmember Roberts to be a thoughtful listener and an effective communicator with his peers and his constituents. I enjoyed my association with Councilmember Roberts and believe he brought value to this agency through his support and participation on our governing board.

Sincerely,

A handwritten signature in blue ink that reads "Emmett Heath".

Emmett Heath
Chief Executive Officer
Community Transit

From: beth[REDACTED]@aol.com
Subject: Recommendation of CM Sid Roberts for Mayor of Stanwood
Date: July 12, 2020 at 3:05 PM
To: sidroberts2@gmail.com

BM

I highly recommend Council Member Sid Roberts for the position of Mayor of Stanwood. He understands what works and what doesn't work in local government. He researches new and tried-and-proven ideas; different perspectives; weighs the alternatives; considers possible outcomes; and develops reasonable positions.

During his term on the Lynnwood City Council, *which included 2 years as Council Vice President*, I had numerous opportunities to observe his relationship with our citizens, stakeholders, staff and council members. I found him to be fair, of sound judgment, confident, committed and focused on the issues.

Council Member Roberts is a proven and prudent leader who is goal oriented and leads by example. He exudes a level of calm and knows how to bring people together and bridge division.

Beth Morris (Retired)
Executive Assistant
Lynnwood City Council

7/18/20

RE: Recommendation for Sid Roberts

To Whom this May Concern

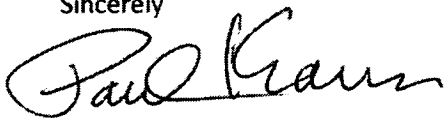
I served in various capacities as a Community Development professional during a 43 year career in both public service and as a private consultant. From 2006 to 2018 I was the Director of Lynnwood's Community Development Department. During my time in Lynnwood I had the pleasure of serving during Sid Robert's tenure on the City Council.

Sid was a thoughtful and caring member of the Council. While one could assume that these would seem to be common traits for councilmembers they can be more rare than one would think often losing out to politics or hyper-local concerns. Sid's time on the Council coincided with turnover of the Council and Mayor's office and a resulting focus on community outreach and meeting local needs that had been lacking for many years. Significant and successful efforts were made to move the City forward on many fronts. Internal Departments and City services were improved while community members interested in their community were made to feel welcome participating.

I personally found Sid to be thoughtful and considerate to staff. He was always willing to seek out our input. While we may not have always agreed on a particular issue he was always willing hear all sides. I can recall one instance of a zoning code amendment that had been proposed by staff that Sid opposed and it failed to be approved. However, after a period of time and more information becoming apparent he told me he had been wrong to oppose it and asked me to bring it back to the Council.

I was not the only Lynnwood staff member to be saddened by Sid's decision to not run again and relocate out of the City.

Sincerely

A handwritten signature in black ink that reads "Paul Krauss". The signature is fluid and cursive, with the first name "Paul" and last name "Krauss" clearly distinguishable.

Paul Krauss AICP (retired)

Pavel311@gmail.com

I am endorsing my support for current Stanwood City Councilman, Sid Roberts, to fill the current position of Mayor for the City of Stanwood.

My father, Idan G. Gilbertson, served the City of Stanwood as Mayor during the years 1960-1969.

I had the opportunity to observe the duties, tasks and personal qualifications it took to maintain and work through the issues, legalities and daily duties one was confronted with during the course of this term of service.

Over the past few years after becoming acquainted with Sid, I find Sid Roberts holds those qualifications to meet the needs of a successful Mayor. Sid is personable and a very good listener and communicator. He responds well to ones questions and needs. He possess a genuine gift of helpfulness and concern for the well-being of the residents and merchants of the City of Stanwood.

Therefore, I am pleased and honored to endorse my support for Sid Roberts to fill the position of Mayor for The City of Stanwood.

THE GILBERTSONS

Gary J. Gilbertson 07/17/20
Nanna L. Gilbertson 07/17/20

From: nate nehring nehringn@gmail.com
Subject: Character reference for Sid Roberts
Date: July 16, 2020 at 8:44 AM
To: sidroberts2@gmail.com

NN

July 16, 2020

To whom it may concern;

It is my great honor to attest to the character of Sid Roberts.

I have known Sid for several years and have been very impressed by his character and the leadership skills he possesses.

Sid has demonstrated the ability to listen to multiple perspectives and make careful decisions. He also has a passion for engaging on issues which are important to our local communities. One example is public health. I have had the opportunity to work with Sid through the Snohomish Health District, where he is very well respected. Sid puts in more time than most to understand the issues and identify practical solutions for addressing them.

As a local elected official, it is a pleasure to work with colleagues like Sid Roberts. It is clear to me that he is not interested in being overly-partisan but instead rightly focuses on working with everyone on common-sense efforts to move the community forward. He exemplifies the character and leadership that our community can be proud of.

Please don't hesitate to contact me at any time with questions. You can reach me by email at nehringn@gmail.com or by phone at (425) 512-2120. Thank you for considering my comments.

Nate Nehring

From: Nicola Smith nicolasmith[REDACTED]@gmail.com
Subject: Fwd: Sid
Date: July 17, 2020 at 7:56 PM
To: Sid Roberts sidroberts2@gmail.com

NS

[REDACTED]
[REDACTED]
[REDACTED]
Begin forwarded message:

From: Nicola Smith <NSmith@lynnwoodwa.gov>
Date: July 17, 2020 at 4:54:12 PM PDT
To: Nicola Smith <nicolasmith[REDACTED]@gmail.com>
Subject: Sid

As Mayor of Lynnwood, I am sad to lose Mayor Kelly in our county ranks. He held several important leadership positions with CT and SCC and he will leave a void.

I am writing to you today on behalf of Stanwood Councilman Sid Roberts who is applying to fill the Mayor vacancy. As you probably know, Sid was a councilman in Lynnwood. He was a valuable member of the council in that he was very thoughtful about the important jobs regarding policy making and budget. He was a consensus builder and did his homework. He left Lynnwood and moved to his home town, Stanwood and shortly thereafter decided to run for a council position. And now he wants to continue to serve the city as Mayor. I would offer that Sid will bring good leadership to your council and city as he has the extra experience working for a medium sized city (Lynnwood) and can bring ideas to a growing Stanwood with regard to economic development, policy and code updating, and budgeting.

I know Sid to be honest, value driven and ethical...all good traits for a leader. Good luck with your selection process and I look forward to working with your next Mayor.

Regards,
Mayor Nicola Smith
Lynnwood, WA
Sent from my iPad

FROM THE DESK OF SAM LOW

Council Member for Snohomish County Council

PERSONAL RECCOMENDATION OF SID ROBERTS

I have had the opportunity to work professionally with Council Member Sid Roberts for the past six and a half years. We worked together collaboratively when he was on the Lynwood City Council and I was on the Lake Stevens City Council. In 2015, I became chair of the Snohomish (County) Health District. Council Member Roberts was instrumental for me and my success. He and I regularly worked together on issues, and I found him to be extremely balanced and a personal confidant to me on the issues we faced as a health district.

Sid's knowledge of city government from both the Lynwood City Council and the Stanwood City Council along with his regional connections makes him uniquely qualified to lead Stanwood during this time of transition. His working for years on the County Board of Health and developing strong relationships with other elected officials regionally are huge bonuses that should not be overlooked or dismissed. His work in real estate has helped him to develop leadership skills and the people skills necessary to work in the executive role of city government. Going from a council member (legislative role) to an executive (mayor role) is not an easy move for any council member. However, because he has worked on two city councils and with the health district all while performing executive tasks in his real estate business, Sid Roberts is well qualified to be the next mayor of Stanwood.

Sid Roberts has the character, strength, trust, and experience necessary to not only be mayor, but to be the right mayor for Stanwood at the right time. I wholeheartedly recommend him and wholeheartedly support him for this position. Feel free to call me personally if you have any questions about Sid Roberts at (425) 923-9662.

Sam Low
Snohomish County Council Member