

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, November 12, 2020 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 7:00 p.m.

2. Roll Call

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

Also present: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Interim Finance Director, Wendy Dowhower, Attorney Brett Vinson, Fire Chief John Cermak, Police Chief Rob Martin, City Administrator Jennifer Ferguson and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Roberts to approve the agenda. Motion carried unanimously.

4. Citizen Comments

The City received 1 person who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address. The Deputy Clerk will call the name, then will unmute and enable their video. Please state your name and address and provide your 3 minute comment.

Tim Schmitt, 27308 101st Ave NW, Stanwood, WA 98292

Mr. Schmitt would like to recommend the City Mayor's job position be made full time with a full time salary. This is not meant to be a criticism. The idea goes hand in hand with the new City Hall because of growth. A full time mayor increases access to better serve the people. Therefore, I advocate switching the mayor's office, to full time.

5. Staff Reports

- a. Police Compstat Report – September, 2020

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6. Committee Reports

- a. Planning Commission Meeting Minutes – October 12, 2020
- b. Planning Commission Meeting Minutes – October 26, 2020

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve October 22, 2020 Regular Meeting Minutes
- c. Approve October 22, 2020 Special Workshop Meeting Minutes
- d. Approve October 15, 2020 Special Meeting Minutes
- e. Authorize the Mayor to sign the Commerce Grant for the Stanwood Port Susan Trail

Motion by Councilmember Pearce, Second by Councilmember Williams, to approve the Consent Agenda items a thru e. Motion carried unanimously.

8. Old Business

- a. Heritage Park Ballfield Renovation

Community Development Director, Patricia Love presented the agenda item for Council consideration of reconstructing the Heritage Park parking lot in lieu of putting sod on the fields. On September 15th staff met with the TayEx project management representative and discussed construction timing, approach and the sod versus seeded outfield preference. Staff relayed that the project start time was unexpectedly delayed by the State due to archeological concerns. TayEx was concerned that due to the delay the fields would not be ready for finishing (seed or sod) likely until January. Given that timing it was unknown whether sod should/could be installed and ready for spring play. TayEx sought the expertise of the landscaper on the project and their determination was that in fact it was not advisable to lay sod at that time and that even if it were installed it would not be ready for play in spring.

Also at that time, TayEx raised the issue of the failing parking lot at Heritage Park. The project manager had assessed the condition of the pavement and concluded that with the equipment impact necessary to complete the field renovation project it was likely that the parking lot would be significantly degraded to the point of necessitating paving immediately following the project.

The staff recommendation is to maintain the contract as approved by Council action on September 10, 2020 which was to authorize the Mayor to sign a contract with Taylor's Excavators Inc. to complete the Heritage Park Improvements baseball field renovation project with base bid terms including seeded outfields on Fields 1 and 2 and include an additional change order item to pave the parking lot upon completion of the field renovation.

Public Works Committee recommends seeding the fields and using those funds to reconstruct the parking lot.

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Council had a discussion regarding the options.

Motion by Councilmember Johnson, second by Councilmember Pearce to approve the seeded outfield option and approve a change order with TayEx for the Heritage Park parking lot reconstruction not to exceed \$306,696.00.

Councilmember Williams – Yes, Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes
Motion carried unanimously.

9. Public Hearing

The public was invited to submit written public comments or by registering to speak via the city website.

The City did not receive any Public Comment submissions or registrations to speak.

- a. 2019-2020 Budget Amendment No. 4
 - i. Receive public comment on the proposed Ordinance
 - ii. Adopt Ordinance 1490 with Exhibit A Amending the 2019-2020 Budget

City Administrator, Jennifer Ferguson explained that the purpose of this agenda item is for City Council consideration of Ordinance 1490 which will provide final amendments of the 2019-2020 Budget.

The City Council adopted the 2019-2020 Biennial budget and from time to time amended the budget for unforeseen expenditures and updates to forecasted revenue sources. Budget allocations for overall fund expenditures, by state law, are not to exceed the amount authorized by the City Council. The final budget amendments are proposed. Jennifer reviewed all of the amendments.

The Mayor opened the Public Hearing at 7:24pm.

With there being no requests for public comment the Mayor Closed the Public Hearing at 7:25 pm.

Council discussed the proposed Amendment.

Motion by Councilmember Roberts, second by Councilmember Johnson to approve the first and second readings and adoption of Ordinance 1490 with exhibit A amending the 2019-2020 budget as presented.

Councilmember Williams – Yes, Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes,
Motion carried unanimously.

- b. 2021-2022 Biennial Budget
 - i. Receive public comment on the proposed Ordinance

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ii. First Reading of Ordinance 1489 with Exhibit A 2021-2022 Biennial Budget

City Administrator, Jennifer Ferguson explained to council that the purpose of this agenda item is for the first reading of Ordinance 1489 and to conduct a public hearing on the proposed 2021-2022 Biennial Budget, which is required by State Law, Ch, 35A.34 RCW. The City Council will consider the first reading of Ordinance 1489; as well as, consider Resolution 2020-12 which sets the 2021 salary schedule for non-represented city employees. The proposed 2021-2022 Biennial Budget was presented to the City Council during its special meeting budget workshop on October 8, 2020 and published online on the city website which is referenced above. Budget workshops included the August 13th Council priorities setting discussion, the October 8th budget workshop and the October 22nd budget workshop. Also on October 22, 2020, the City Council set the 2021 Property Tax Levy. Ferguson reviewed the details of the proposed budget and the City Council priorities. On an annual basis, the City Council sets the salary schedule for FLSA exempt and non-represented city employees. Through contractual approvals on a multi-year basis, the City Council sets the salary schedules for represented employees. Represented salaries were set for a three year period covering January 1, 2021 through December 31, 2023 so no new salary schedule is proposed for this group of employees. Represented employees will receive a 3.25% cost of living adjustment per contract.

The Mayor opened the Public Hearing at 7:42 pm.

With there being no requests for public comment the Mayor Closed the Public Hearing at 7:43 pm.

Council discussed the proposed Ordinance and Resolution.

Motion by Councilmember Johnson, second by Councilmember White to approve the first readings and adoption of Ordinance 1489 with exhibit A for adoption of the 2021-2022 biennial budget and to schedule the second reading and final adoption hearing for November 23, 2020.

*Councilmember Williams – Yes, Councilmember Johnson –Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro –Yes, Councilmember Roberts – Yes,
Motion carried unanimously.*

Motion by Councilmember Johnson, second by Councilmember Roberts to approve Resolution 2020-12 setting the 2021 salary and benefits for all FLSA exempt and non-represented city employee which includes a cost of living adjustment of 3.0%.

*Councilmember Williams – Yes, Councilmember Johnson –Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro –Yes, Councilmember Roberts – Yes,
Motion carried unanimously.*

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

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan thanked City staff for the zoom meeting tonight. The new format worked really well. Halloween in downtown was great. The businesses did a great job of handing out candy and keeping contact minimal and safe. Mayor wanted to remind everyone that the next Council meeting is on Monday November 23. Also, as we approach the Holidays please consider shopping locally. If you are concerned, you may utilize curbside pickup or direct shipment to your home.

b. City Administrator's Report-

City Administrator, Jennifer Ferguson wanted to let Council know that we are moving forward with getting the 2021 Council meeting schedule set. Please let Jennifer know what your thoughts are for council special workshop meeting dates. Currently there are 4 proposed quarterly dates. We know that there are a lot of meetings so it is hard to add another one into the schedule. We will also be sending out the council committee packets soon. Please submit your interest in committee assignments for next year. It is our goal to get this done before the end of this year.

Fire Chief Cermak reported that there has been an increase in COVID cases over the last 3 days. Across Snohomish County the case count has doubled over the last 7 days. It is hopeful that a vaccine will be available by the end of January.

Police Chief Martin announced that Jason Toner will be leaving in February. Carl Gilby will be transferring on Monday to take his position.

Patricia Love, Community Development Director noted that the City has received an integrated planning grant for the Hamilton brochure. The information will be on the website, an Environmental Study of the soils and the structure of the smoke stack.

Kevin Hushagen, Public Works Director said that two new employees were hired for Public Works. One of the new hires is certified to run the plant. It will be great to have additional staff since someone has to be on call 24 hours. The shop is being remodeled to accommodate the new staff. There have been some water leaks in the lines downtown. Faber is back out and working on the berm. We are waiting for the lights to be connected at Viking Way.

c. Councilmember Reports and Questions-

Councilmember Johnson wanted to thank staff and applaud the conservative nature of the budget. He is concerned about the long term effects of the pandemic. It will definitely have an effect on everyone's budget.

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Councilmember Shepro said thank you to everyone from the public that attended the meeting tonight.

12. Adjourn

Mayor Callaghan adjourned the meeting at 8:05 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan

Elizabeth Callaghan (Dec 11, 2020 16:02 PST)

Elizabeth Callaghan, Mayor

Jennifer Ferguson

Jennifer Ferguson (Dec 11, 2020 16:07 PST)

Jennifer Ferguson, City Clerk