

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, December 10, 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, Interim Finance Director Wendy Dowhower, Public Works Director Kevin Hushagen, Assistant Public Works Director Shawn Smith, Human Resources Manager Pat Adams, 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 Shepro, second by Councilmember Johnson to approve the agenda. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments, and received one request to from a citizen 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.

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

The citizen comment is in regards to the Council Consent Agenda Item # 7e, Authorize Mayor to execute Legal Services Retainer Agreement.

Mr. Schmitt would like to see the legal contract go out for request for quote (RFQ) which would also be subject to a bid process. The existing Legal Council has been contracted at the City for over ten years and it is his opinion that the city would be benefit from a change.

5. Staff Reports

- a. Police Compstat Report – October, 2020

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6. Committee Reports

- a. Public Safety Committee Meeting Minutes – November 23, 2020
- b. Parks and Trails Advisory Committee Meeting Minutes – October 19, 2020
- c. Planning Commission Meeting Minutes – November 9, 2020

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve November 23, 2020 Regular Meeting Minutes
- c. 2021 City Council Committee Selection
- d. 2021 City Council Meeting Schedule
- e. Authorize Mayor to execute Legal Services Retainer Agreement
- f. Authorize Mayor to execute Snohomish County Regional Drug Task Force Interlocal Agreement
- g. Authorize Mayor to execute Washington State Transportation Board (TIB) Overlay Grant Agreement– 276th Street Overlay

Motion by Councilmember White, Second by Councilmember Johnson, to approve the Consent Agenda items a thru g. Motion carried unanimously.

8. Public Hearing

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

The City Clerk did not receive any Public Comment written submissions or registrations to speak for either of the Public Hearings being held tonight.

- a. 2020 Docket Request
 - i. Receive Public Comment on the Proposed Ordinance
 - ii. Final Adoption of Resolution 2020-13

Community Development Director, Patricia Love presented the 2020 Final Docket Resolution. She briefly explained the docket process noting that the City conducts an annual call for docket applications to propose amendments to the Comprehensive Plan or Development Regulations. This year the docket application period was from September 8 through October 9, 2020. All requests must be presented to the City Council at a public hearing for consideration to be placed on the Final Docket. The docket process allows residents to bring proposals to amend the Comprehensive Plan or Development Regulations directly to the City Council for an initial high level review. If the Council deems the application warrants additional review, the item is placed on the Final Docket list. Placement of an item on the final docket list by the Council means the application warrants in-depth consideration of the request, but in no way implies eventual adoption or approval of the proposal. Once placed on the Final Docket list the requests will be placed

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on the Planning Commission's work plan for the following year. The City received multiple docket applications this year including, two resident initiated code amendment requests and one resident initiated comprehensive plan request.

The Planning Commission reviewed the applications on November 9th and the Community Development Committee reviewed them on November 12th. After a thorough discussion regarding the current animal code, both the Planning Commission and Community Development Committee recommended to place all of the items on the 2020 Final Docket list.

The Planning Commission and Community Development Committee did have some concerns regarding the impact of allowing farm type animals on city lots, however thought it was worth taking a look at the regulations. The proposed Code Amendments will take about six to nine months to complete. The proposed Comprehensive Plan Amendment is expected to be completed throughout 2021-2023 in preparation of the 2024 Comprehensive Plan Update.

The first reading was presented and discussed during a Public Hearing held at the November 12, 2020 Regular City Council Meeting.

The Mayor opened the Public Hearing at 7:02 pm.

With there being no requests for public comment for either of the two Public Hearing items the Mayor Closed the Public Hearing at 7:03 pm.

Council discussed the proposed Ordinance.

Councilmember Shepro made a motion to deny moving forward with docket item number 1. The motion did not receive a second, therefore the motion was dropped.

Motion by Councilmember Pearce, second by Councilmember Johnson to approve Resolution 2020-13, placing this year's docket requests on the 2020 Final Docket List and direct staff to add the items to the Planning Commission's future work plan.

Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- Yes.

Motion carried unanimously.

b. Enhanced Service Facilities

- i. Receive Public Comment on the Proposed Ordinance
- ii. Final Adoption of Ordinance 1493A

Community Development Director, Patricia Love explained that the purpose of this agenda item is for Council to hold a public hearing on the interim zoning regulations for Enhanced Service Facilities (ESF) adopted pursuant to Ordinance 1493 on October 15, 2020. The purpose of these interim zoning regulations is to give city staff and the Planning Commission sufficient time to analyze the issue and make recommendations to the City Council. Pursuant to RCW 35A.63.220, the City is required to hold a public hearing within 60 days of adoption of interim zoning regulations. Ordinance 1493 set December 10, 2020 as the public hearing date. To avoid potential applications for

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Enhanced Service Facilities under the unclassified use criteria, staff is proposing that the Council adopt interim zoning regulations for a period of six months to proactively identify a specific zoning approach to permit ESF facilities in the future, should a proposal come forward.

Motion by Councilmember Roberts, Second by Councilmember Johnson, to authorize the Mayor to sign ordinance 1493A, continuation of the interim Enhanced Service Facilities Regulations, and forward the issue to the Planning Commission for review as part of the Community Development Department's 2021 Work Plan.
Motion carried unanimously.

9. New Business

a. Resolution 2020-14 City Beautification Action Plan

Community Development Director, Patricia Love explained the City Beautification Action Plan. The Resolution formally adopts the City Beautification Action Plan and directs staff to begin implementation of the 2021-2026 Capital Improvement Project list as contained in the City of Stanwood's adopted 2021-2022 Budget. This City Beautification Action Plan sets in motion a 6-year investment program that celebrates the beauty of our City by making investments in our businesses, local aesthetics, and infrastructure. As part of the 2021-2022 Biennial Budget, the City Council approved an on-going City Beautification budget line item to implement action items included in this plan. Proposed projects will be vetted through the Economic Development Board, Parks and Trails Advisory Committee or other group as deemed appropriate by the City Council.

Achieving full build-out of the City Beautification Action Plan will take time and phased implementation. This Plan involves investment in both near and long term projects on an on-going basis so that over time the long range vision of community comes to fruition in the form of physical improvements to the City's streetscape.

Council discussed the proposed Resolution.

Motion by Councilmember Roberts, Second by Councilmember Pearce, to authorize the Mayor to sign Resolution 2020-14, City Beautification Action Plan, and authorize staff to begin implementation of the plan in accordance with the 2021-2022 Budget.

Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- Yes.

Motion carried unanimously

b. Resolution 2020-15 Personnel Policy Updates

Human Resources Manager, Pat Adams presented the Resolution 2020-15, request for updates to the Stanwood Personnel Policy Manual.

It has been over three years since the City's personnel policies have been reviewed and updated. Adams explained the most significant amendments to the City's policies include

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Telecommuting Policies, Employee Financial Reimbursements/Expenses, Matching Deferred Compensation Program, Employee Wellness Program and Committee, Washington Paid Sick Leave Law, Waiver of Medical Insurance Benefits., Paid Time Off (PTO) – Non Represented Employees Only, Short-Term Disability Insurance, Washington Paid Family and Medical Leave, Family Care Act, Pandemic or Public Health Emergency Response and Volunteer Emergency Services Personnel Leave.

The purpose for enacting these personnel policies is to ensure compliance with current Federal and State personnel laws, and to provide a uniform system of personnel administration throughout the City, and to assist managers and supervisors in developing sound management practices and procedures.

It should be noted the policies will apply to all City employees, except elected officials and independent contractors. In the event there is a conflict between these policies and any collective bargaining agreement, personnel services contract, or State or Federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, the City's personnel policy manual will apply.

The Finance/Personnel Committee reviewed the proposed changes on December 1, 2020 and were in support of the proposed changes. The full City Council considers and approves adoption of the City's Personnel Policy Manual.

Council discussed the proposed Resolution.

Motion by Councilmember Johnson, Second by Councilmember Shepro to pass Resolution 2020-15 adopting the City of Stanwood's updated Personnel Policy Manual along with the suggestions made during the discussion.

Motion carried unanimously.

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 wanted to remind Councilmembers that the 2021 City Council Committees were approved during tonight's meeting with the Consent Agenda items. Thank you for passing the Docket items. It's hard to pass along items that you don't want moved for final approval, but the discussion needed to be had. Mayor was very encouraged by the positive comments about the Christmas decorations.

b. City Administrator's Report-

City Administrator, Jennifer Ferguson wanted to point out that the 2021 City Council Calendar was approved tonight. Outlook Calendar invites will be coming out soon. The Hometown Holidays is going on this weekend at our downtown Stanwood businesses. Please shop local! Interviews for the vacant Finance Director position are next week. The panelists were selected by the Mayor and Jennifer.

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Director Sound-Bites-

Patricia Love, Community Development Director stated that City Parks are a high priority for the Mayor and Council. One of the items on the on the 2021 work plan is a Park Feasibility Study. The RFP will be advertised on January 4. The due date for the proposals is January 28. If things go as planned we can start the work by the end of March.

Kevin Hushagen, Public Works Director reported that staff conducted interviews this week for the two open Wastewater positions. There are good two candidates that will be offered the jobs. He gave a quick update on the projects going on around town.

Rob Martin, Police Chief – There was a little bit of excitement in town today which included a high speed chase that ended safely in Arlington.

John Cermak, Fire Chief – The COVID -19 infection numbers are rising. Encourages everyone to stay safe, strong and wear your mask. The community resource paramedic is working with Snohomish County on a plan for distributing the vaccine in the near future.

Jennifer Ferguson added, the City received seven new business grant applications for round two of the Stanwood Soaring CARES Act funding. This is funding from Snohomish County. The applications are being reviewed for eligibility. This year has been a challenging one for everyone. Ferguson wanted to say Thank You to all of our staff who have been gracious and adaptable and have kept the City running.

c. Councilmember Reports and Questions-

Councilmember Shepro would like to see power added to the light poles that currently don't have it. It would really make a huge difference with the Holiday Decorations. He also asked about the Christmas Trees. Jennifer noted that there are two lighted trees. One is located at City Hall and the other is in downtown by the Train Station.

Councilmember Pearce stated that he is really enjoying the décor. Unfortunately there is a bit of a scuttlebutt around town about it. This is just phase 1 of the project. We look forward to adding to the decorations and hopefully additional decorations for year round. If you know of someone with a complaint or that needs accurate information they can call him.

Councilmember Robb wishes everyone a very Happy Holidays.

Councilmember Roberts said Happy Holidays. 2020 has been a heck of a year and Sid is proud of this team and proud of our city for all of the work that has been getting done. Hats off to both staff and leadership. There was a new Community Transit Director hired today. He is a highly capable applicant and the board is happy to be working with him. He will start the first week of January.

Councilmember Williams- Merry Christmas and Happy New Year.

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Councilmember Pearce also mentioned that the railing along the Port Susan Trail is looking great and can't wait to see how it looks when it is complete.

Councilmember Johnson noted that at this time the Stanwood School District is not having any in person learning. Internet connection will be vital to the students doing remote learning.

12. Adjourn to Executive Session –

Anticipated to be an hour long with no action to follow.

Mayor Callaghan adjourned the meeting at 8:05 pm.

CITY OF STANWOOD

ATTEST:



Elizabeth Callaghan (Feb 6, 2021 16:27 PST)

Elizabeth Callaghan, Mayor

Sara Robinson

Sara Robinson, City Clerk