

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, April 08, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, April 08, 2021 – 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**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
5. **COMMITTEE REPORTS**
 - a. Economic Development Board Meeting Minutes February 19, 2021 **5-1**
6. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **6-1**
 - b. Approve March 25, 2021 Regular City Council Meeting Minutes **6-5**
 - c. Authorize Mayor to Sign Indemnification Agreement with 1934 Properties LLC for Use of Property for Special Events **6-14**
 - d. Authorize the Mayor to Sign a Contract with ICI Construction for the Main Lift Station **6-18**
 - e. Authorize the Mayor to Sign a Contract with Atwork for the Stanwood Port Susan Trail Landscape **6-21**
 - f. Authorize the Mayor to Sign a Contract with Reece Construction for the 276th Overlay and ADA Improvement Project **6-24**
 - g. Authorize the Mayor to Sign the MRSC Rosters Contract **6-28**
7. **OLD BUSINESS**
 - a. Second Reading and Final Adoption Ordinance 1493B – Extension of Enhanced Service Facilities Interim Regulations **7-1**
 - b. Second Reading and Final Adoption Ordinance 1496 – Library Board Dissolution Request **7-7**
 - c. Second Reading and Final Adoption Ordinance 1497 – Traffic Code Updates **7-13**
8. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
9. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
10. **ADJOURN**

Upcoming Meetings:

April 22, 2021 Regular Meeting
May 13, 2021 Regular Meeting
May 13, 2021 Special Workshop Meeting
May 27, 2021 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: April 08, 2021

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – February 19, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the February 19, 2021 Economic Development Board meeting are attached to this staff report for approval as presented.



Economic Development Board Meeting Agenda February 19, 2021

The February 19, 2021 Economic Development Board Meeting held via Zoom, was called to order at 7:30 a.m.

Board Members in Attendance:

Les Anderson, Dave Pelletier, Kristine Birkenkopf, Randy Heagle, Blake Arnold, John Russell

Absent: N/A

Staff Members in Attendance:

Jennifer Ferguson, Amy Bergemeier, Patricia Love, Krista Hintz, Sara Robinson

Also known to be Present: N/A

Approval of Minutes:

The minutes of January 15, 2021 were approved as written by Les and seconded by Randy.

www.discoverstanwoodcamano.com Advertising & Sponsorship Program:

Staff presented the Discover Stanwood Camano advertising and sponsorship program. Due to the loss of our printed visitor magazine where businesses would advertise, staff is proposing an opportunity for businesses to advertise on the DSC website. Additionally, the program booklet provides sponsorship opportunities for City sponsored community events and an opportunity for an entity to contribute to Discover Stanwood Camano overall initiatives

Board members asked questions and the Board is supportive of the city's efforts moving forward with the advertising campaign but would like clarification on some points at a future time. Jen will start putting together the business advertising marketing campaign and continue to work through what the rates would be.

City Beautification Action Plan: Signage & Landscaping Priorities-

Staff presented the Parking and Directional Signage samples. The Board recommended the first concept design option and discussed location of the sign. Staff will focus on the main street areas first and if there is a budget for more signs, they can always add them. John Russell requested Farmer's Market signage. Staff will review the possibility of changing out an existing wayfinding signage panel. Staff and the board discussed the new landscaping at key intersections and future beautification initiatives which will be a discussion directly with businesses as to what their priority is for downtown in both the West and East ends. This allows them to provide input and makes for a cohesive relationship.

City Tourism Grant Program – GNWGQ – Grant Request Award:

The city provides tourism dollars for events that meets certain criteria. The Camano Island Chamber has requested \$2,000 grant dollars to host the Great Northwest Glass Quest.

- Les Anderson recommended approval of the grant request, seconded by John Russell. The recommendation will be forwarded to the Mayor for approval of the grant.

Other Items:

Les Anderson asking about hosting the Car Show this year in the City? Staff indicated that the Governor authorized all regions in the state to be in phase two, which allows outdoor events with limitations. Les said the plan for now is to put it on this year!

Adjourn: 8:56am

Next meeting: March 19, 2021 @ 7:30am



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: April 8, 2021

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 voucher checks 33797 through 33832 and Washington Federal Bank electronic funds transfers in the amount of \$101,896.04. Approve issuance of Washington Federal Bank electronic payroll funds transfers in the amount of \$36,600.00.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 33797 THROUGH 33832 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$101,896.04. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$36,600.00.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 11:25:38 Date: 03/31/2021

03/18/2021 To: 03/30/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1160	03/24/2021	Claims	3	EFT	WA St Dept of Revenue **	13,358.42	B&O & Excise Tax - February 2021
1161	03/24/2021	Claims	3	33797	Aramark Uniform Services Inc	93.80	937963000; 937963000
1162	03/24/2021	Claims	3	33798	Ascendant Demolition	885.94	City Of Stanwood
1163	03/24/2021	Claims	3	33799	BHC Consultants, LLC	4,997.80	City Of Stanwood
1164	03/24/2021	Claims	3	33800	Bonner Electrical Contracting LLC	6,518.37	City Of Stanwood; City Of Stanwood
1165	03/24/2021	Claims	3	33801	Brim Tractor Company Inc	155.71	S22361
1166	03/24/2021	Claims	3	33802	CPS HR Consulting	403.70	STAN008
1167	03/24/2021	Claims	3	33803	Cascade Septic Pumping	450.00	City Of Stanwood
1168	03/24/2021	Claims	3	33804	Daily Journal Of Commerce Inc	443.45	3941
1169	03/24/2021	Claims	3	33805	Edge Analytical Inc	226.00	STA01; STA01
1170	03/24/2021	Claims	3	33806	Granroth, Richard	102.00	City Of Stanwood
1171	03/24/2021	Claims	3	33807	Hamilton Lumber LLC	189.09	City Of Stanwood; City Of Stanwood; City Of Stanwood
1172	03/24/2021	Claims	3	33808	Lakeside Industries Inc	907.45	108469
1173	03/24/2021	Claims	3	33809	Lankford Associates	225.00	City Of Stanwood
1174	03/24/2021	Claims	3	33810	Maul Foster Alongi, Inc.	248.75	City Of Stanwood
1175	03/24/2021	Claims	3	33811	PUD Of Snohomish County *	7,845.65	2028820056; 200592889; 200142180; 221854284; 202670675; 202727285; 202579512; 202694204; 221041510; 200240505; 200367373; 222799900
1176	03/24/2021	Claims	3	33812	PacWest Machinery	517.91	29765570
1177	03/24/2021	Claims	3	33813	Pape' Machinery	577.80	6109854; 6109854
1178	03/24/2021	Claims	3	33814	Perteet Inc.	23,106.18	City Of Stanwood; City Of Stanwood
1179	03/24/2021	Claims	3	33815	Chris Powers	243.28	Refund Powers Utility #2382 For Overpayment At Closing
1180	03/24/2021	Claims	3	33816	Refund - Will & Clara Bothel	104.15	Ref. Utility 1828 Bryan Thomas - Overpayment At Closing
1181	03/24/2021	Claims	3	33817	Refund - Don Stromberg	72.28	REF DON STROMBERG UTILITY 1358; OVERPAYMENT AT CLOSING
1182	03/24/2021	Claims	3	33818	Cassandra Rosenstiel	477.75	City Of Stanwood
1183	03/24/2021	Claims	3	33819	Safeway	22.72	191483
1184	03/24/2021	Claims	3	33820	Skagit Farmers Supply	653.15	135052; 135052; 135052
1185	03/24/2021	Claims	3	33821	Sno Co Information Services *	28,081.33	DIS1107; DIS1107
1186	03/24/2021	Claims	3	33822	Sno Co Treasurer	1,190.84	32032300401100; 32042000402900; 32032400413200; 32043000200400; 32032400400100; 32032300400700; 32032300401200; 32032400300100; 32032400305600; 32032400300300; 00985000000200
1187	03/24/2021	Claims	3	33823	Stanwood Auto Parts	188.29	56100; 56100; 56100
1188	03/24/2021	Claims	3	33824	Stanwood Hardware	470.24	1414; 1414; 1414; 1414; 1414; 1414
1189	03/24/2021	Claims	3	33825	Stilly Auto Parts Napa	385.90	27197; 27197; 27197; 27197; 27197
1190	03/24/2021	Claims	3	33826	Transpogroup Inc	5,000.00	City Of Stanwood
1191	03/24/2021	Claims	3	33827	US Bank Na Custody/ Treas Div-Money Ctr	36.00	777221717
1192	03/24/2021	Claims	3	33828	Uline	2,569.95	9638073; 9638073
1193	03/24/2021	Claims	3	33829	Utilities Underground Loc	68.37	134200
1194	03/24/2021	Claims	3	33830	Verizon Wireless	273.58	742373248-00001
1195	03/24/2021	Claims	3	33831	WIN-911	660.00	B430EBD1

CHECK REGISTER

City Of Stanwood

Time: 11:25:38 Date: 03/31/2021

03/18/2021 To: 03/30/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1196	03/24/2021	Claims	3	33832	Ziply Fiber	145.19	360-629-4907-072497-5
		001 General Fund				24,620.72	
		101 Street Fund				12,330.38	
		103 Street Construction Fund				23,106.18	
		401 Sewer Fund				13,884.58	
		403 Sewer Construction Fund				5,441.25	
		410 Drainage Fund				4,119.43	
		421 Water Fund				18,317.59	
		630 Agency Fund				75.91	
							Claims: 101,896.04
		* Transaction Has Mixed Revenue And Expense Accounts				101,896.04	

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 Dowhower Date: 03/31/2021
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood

Time: 11:27:20 Date: 03/31/2021

03/18/2021 To: 03/30/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1084	03/23/2021	Payroll	3	EFT		3,000.00	March 2021 Draw
1085	03/23/2021	Payroll	3	EFT		1,400.00	March 2021 Draw
1086	03/23/2021	Payroll	3	EFT		1,000.00	March 2021 Draw
1087	03/23/2021	Payroll	3	EFT		1,700.00	March 2021 Draw
1088	03/23/2021	Payroll	3	EFT		2,000.00	March 2021 Draw
1089	03/23/2021	Payroll	3	EFT		1,000.00	March 2021 Draw
1090	03/23/2021	Payroll	3	EFT		1,850.00	March 2021 Draw
1091	03/23/2021	Payroll	3	EFT		3,500.00	March 2021 Draw
1092	03/23/2021	Payroll	3	EFT		1,600.00	March 2021 Draw
1093	03/23/2021	Payroll	3	EFT		1,000.00	March 2021 Draw
1094	03/23/2021	Payroll	3	EFT		2,000.00	March 2021 Draw
1095	03/23/2021	Payroll	3	EFT		2,000.00	March 2021 Draw
1096	03/23/2021	Payroll	3	EFT		2,000.00	March 2021 Draw
1097	03/23/2021	Payroll	3	EFT		800.00	March 2021 Draw
1098	03/23/2021	Payroll	3	EFT		1,000.00	March 2021 Draw
1099	03/23/2021	Payroll	3	EFT		2,000.00	March 2021 Draw
1100	03/23/2021	Payroll	3	EFT		2,300.00	March 2021 Draw
1101	03/23/2021	Payroll	3	EFT		500.00	March 2021 Draw
1102	03/23/2021	Payroll	3	EFT		3,450.00	March 2021 Draw
1103	03/23/2021	Payroll	3	EFT		1,500.00	March 2021 Draw
1104	03/23/2021	Payroll	3	EFT		1,000.00	March 2021 Draw
001 General Fund						36,600.00	
						36,600.00	Payroll:
							36,600.00

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 Dowhower Date: 03/31/2021
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b

DATE: April 08, 2021

SUBJECT: City Council March 25, 2021 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the March 25, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE MARCH 25, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, March 25, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Pro Temp Sid Roberts called the meeting to order at 7:00 p.m.

2. Roll Call

City Clerk Sara Robinson called the roll with the following Councilmembers present: 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, Assistant Public Works Director Shawn Smith, Fire Chief John Cermak, Police Chief Rob Martin, Engineering Technician Kevin Pellham, Senior Planner Amy Rusko, Assistant to the Administrator & Communications Krista Hintz Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

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

3. Approval of the Agenda

Councilmember Roberts noted an error on naming of Agenda item 9c. It should read Final Plat of Cedarhome Crest.

Motion by Councilmember Roberts, second by Councilmember Pearce to approve the agenda as amended. 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

Topic – Parks

Mr. Schmitt spoke in favor of the Parks Feasibility Study.

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5. Staff Reports

- a. Police Compstat Report – February 2021

6. Committee Reports

- a. Parks and Trails Advisory Committee Meeting Minutes – February 16, 2021

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 11, 2021 Regular City Council Meeting Minutes
- c. Transportation Benefit District Annual Report – 2020
- d. ~~Authorize the Mayor to Accept the Washington State Department of Transportation Grant for the SR 532 Bypass Feasibility Study~~

Councilmember Shepro requested Item 7d be moved from Consent Agenda to Old Business.

*Motion by Councilmember Roberts, Second by Councilmember Pearce, to approve the Consent Agenda as amended- items a thru c.
Motion carried unanimously.*

8. Old Business

- a. First Reading Ordinance 1493B – Extension of Enhanced Service Facilities Interim Regulations

Community Development Director, Patricia Love explained that the item is for Council to extend the interim zoning regulations prohibiting Enhanced Service Facilities (ESF) pursuant to Ordinance 1493 on October 15, 2020. The Planning Commission has been working on updating the City's permitted use matrix since January of 2021. This work includes evaluating zoning regulations for ESF's and other similar types of health care facilities. At the January 25, 2021 Planning Commission meeting, the Commission was introduced to the topic and reviewed current city codes in relationship to the different types of housing and care facilities allowed within the city. In summary, city code is inconsistent and contradictory on how different types of housing and care facilities are regulated. In February the Commission reviewed staff's responses to these questions. In addition, staff has been working with the City Attorney on fully understanding the RCW's and WAC's regarding siting of ESF's which may require the city to allow them under certain circumstances. This information will be shared with Planning Commission in April. Next steps include drafting the ordinance, conducting environmental review and holding hearings to gather public comments. These actions cannot be physically completed by April 15, 2021 and a time extension is necessary.

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Council discussed the request.

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the first reading of Ordinance 1493B as set forth in attachment “A” extending the interim Enhanced Service Facilities regulations for an additional six months and proceed with the second and final reading of the ordinance on April 8, 2021.

Motion carried unanimously.

- b. Authorize the Mayor to Accept the Washington State Department of Transportation Grant for the SR 532 Bypass Feasibility Study and Snohomish County Grant for a Feasibility Study for SR 532 roundabout and bypass for Old Pacific Hwy/102nd Ave

Community Development Director, Patricia Love presented the item for Council acceptance of \$50,000 from two separate grant sources to fund the SR 532 bypass feasibility study. One grant is from the Washington State Department of Transportation in the amount of \$25,000 and the other is from Snohomish County in the amount of \$25,000. The City of Stanwood, in partnership with the Washington Department of Transportation, Snohomish County and Island County, is studying how to improve traffic flow on SR 532 from Camano Island to I-5, including possible roundabout locations. A bypass has been suggested as a possible way reduce traffic volumes on SR 532 between 102nd Avenue and I-5, thereby reducing the need for roadway widening in downtown Stanwood. Both WSDOT and Snohomish County is supportive of the concept and are funding the bypass feasibility study to consider alignment options and understand intersection traffic operations at each bypass endpoint.

Council discussed the proposal.

Motion by Councilmember Shepro, Second by Councilmember Robb authorize the Mayor to the sign the Grant contract with the Washington Department of Transportation in the amount of \$25,000 for the purposes of preparing a SR 532 Bypass Feasibility Study.

Motion carried unanimously.

Motion by Councilmember Shepro, Second by Councilmember Robb authorize the Mayor to the sign the Grant contract Snohomish County in the amount of \$25,000 for the purposes of preparing a SR532 Bypass Feasibility Study.

Motion carried unanimously.

9. New Business

- a. Authorize the PSA Scope of Work with Berk Consulting Inc to conduct the Stanwood Park and Recreation Feasibility Study

Community Development Director, Patricia Love explained that this agenda item is for Council to approve a professional service agreement with Berk Consulting Inc., in the amount of \$60,100 to prepare the Stanwood Park and Recreation Feasibility Study. The 2021 / 2022 biennial budget and associated work plan includes the development of a Parks

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and Recreation Feasibility Study. The purpose of this study is to help the City determine how best to provide park and recreational services to the Stanwood / Camano community. A Request for Proposals (RFP) was prepared and advertised for three weeks in January. Two proposals were submitted. Both firms were interviewed, and the interview committee selected Berk Consulting Inc., as the best fit for the City and to accomplish the project goals. Goals of the feasibility study will be to evaluate on how best to provide community recreational opportunities and enhance tourism draw to the area. It is anticipated that the final solution may need to be implemented in a phased approach.

Staff is also asking Council to select a councilmember to participate as a member of the Advisory Group. This Group will review comments and suggestions by the PTAC, Economic Development Board and city staff; they would then forward their comments and recommendations to the full Council. Advisory Group membership may include representation from PTAC, EDB, Planning Commission, Council, Chamber of Commerce, and others as suggested by the Mayor or Council. We envision the maximum size of this group ranging between 7 – 10 members.

Councilmember Shepro volunteered to be a part of the Parks Advisory Group.

Motion by Councilmember Pearce, Second by Councilmember Williams to approve the Professional Service Agreement and scope of work in attachment “A” with Berk Consulting Inc., in the amount of \$60,100 to prepare the Stanwood Park and Recreation Feasibility Study.

Motion carried unanimously.

Motion by Councilmember Pearce, Second by Councilmember Robb to appoint Councilmember Shepro to participate on the Park and Recreation Feasibility Study Advisory Group.

Motion carried unanimously.

b. Final Plat - Cedar Hill Estates / Phase I Schmitt Plat

Senior Planner, Amy Rusko presented the final plat of Cedar Hill Estates (Schmitt Preliminary Plat Phase I) and the request to allow the applicant to record the plat.

Amy gave an overview of the history of the project from the beginning until now. City staff has reviewed and approved the final plat of Cedar Hill Estates. The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments have approved the final punch list items, except for the items in the performance bonds. The following is a list of items the City has received from the applicant:

- Bills of Sale for on-site sewer, off-site sewer, on-site water, off-site water, on-site storm drainage, off-site storm drainage, and frontage improvements.
- Maintenance Bond – Frontage Improvements
- Performance Bond – Landscaping, Open / Park Space Improvements,
- Performance Bond – Off-Site Grind and Asphalt Overlay
- Performance Bond – Final Asphalt Lift and Sidewalk Completion

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Based on staff review, the applicant has completed all applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

Council discussed the plat.

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the final plat of Cedar Hill Estates and allow the Mayor to sign the final plat in accordance with SMC 16.020.060(3).

Motion carried unanimously.

c. Final Plat - Cedar Crest Estates / Phase II Schmitt Plat

Senior Planner, Amy Rusko presented the final plat of Cedarhome Crest Phase II (Schmitt Preliminary Plat Phase II) and the request to allow the applicant to record the plat. Amy gave an overview of the history of the project from the beginning until now.

City staff has reviewed and approved the final plat for Cedarhome Crest Phase II. The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments did not have any punch list items to inspect with this phase of the plat. The civil construction required for final plat approval is required to be completed with Phase I (Cedar Hill Estates). The follow items shall be conditions of the approval of the final plat of Cedarhome Crest Phase II and shall be signed and recorded with the final plat:

- Development Agreement
- Use Agreement

Based on staff review, the applicant has completed all applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

Council discussed the plat.

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the final plat of Cedar Hill Estates and allow the Mayor to sign the final plat in accordance with SMC 16.020.060(3).

Motion carried unanimously.

d. First Reading Ordinance 1496 - Library Board Dissolution Request

City Administrator, Jennifer Ferguson explained that the purpose for this agenda item is for Council consideration and the first reading of proposed Ordinance 1496 Repealing SMC 2.52. The City received a request from the Sno-Isle Library District to dissolve the Stanwood Library Board created pursuant to Stanwood Municipal Code 2.52. At the Stanwood City Council meeting on February 25, 2021, the Council discussed the requested and directed staff to bring forward an ordinance repealing SMC 2.52. Per SMC 2.52 the Stanwood Library Advisory Board was created to advise the City Council on the general

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supervision of the library facility and library programs but with the annexation, Sno-Isle Library handles oversight of these facility and programs. The Library has proposed an annual update to the City Council on library programs, in lieu of a formal board.

Motion by Councilmember Williams, Second by Councilmember to authorize the first reading of Ordinance 1496 repealing Stanwood Municipal Code 2.52 Dissolving the Stanwood Library Board.

Motion carried unanimously.

e. First Reading Ordinance 1497 - Traffic Code Updates

Police Chief Rob Martin presented this agenda item for Council consideration and authorization of the first reading of proposed Ordinance 1497 amending Stanwood Municipal Code, Title 10 Vehicles and Traffic. During a review of the city's traffic statutes, staff found several conflicts between our local code and state codes. To correct these inconsistencies, staff is recommending several amendments to SMC Title 10. These amendments include adding language which incorporates future changes or amendments to state traffic statutes. Additionally, staff is recommending adding sections of the Revised Code of Washington to the list of traffic statutes adopted through the Model Traffic Ordinance. The Public Safety Committee's September 2020 meeting included a briefing on the proposed amendments to SMC Title 10. At that meeting the Committee recommended forwarding the code amendment to the full council for adoption. Council discussed the request.

Motion by Councilmember Shepro, Second by Councilmember Robb to authorize the First Reading of Ordinance 1497 amending Title 10 of the Stanwood Municipal Code, Vehicles and Traffic and proceed with the second and final reading of the Ordinance on April 8, 2021.

Motion carried unanimously.

f. Authorize the Mayor to Sign Stanwood Camano School Resource Officer Interlocal Agreement

Police Chief Rob Martin explained that the purpose of this agenda item is for Council consideration of the proposed Interlocal Agreement for School Resource Officer between the City of Stanwood and the Stanwood Camano School District. The City of Stanwood provides a School Resource Officer (SRO) to the Stanwood Camano School District. The role of the SRO is that of a teacher, informal counselor and law enforcement officer. The SRO assists the school administration in maintaining a safe and secure environment for students and staff. The SRO is assigned to the school full-time throughout the school year and assists with other school functions, as needed, during the summer months. This partnership has proven beneficial to students, school staff and the community. The Stanwood SRO completed all mandatory training topics prior to the beginning of the 2020-2021 school year. This agreement was reviewed by staff and the city attorney. In addition, staff met with the school district to review the changes and discuss data collection, complaint process and annual review requirements. This item was discussed with the

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Public Safety Committee during the February 25th meeting. The Public Safety Committee was in favor of the School Resource Officer ILA.

Motion by Councilmember Robb, Second by Councilmember Shepro to authorize the Mayor to execute an Interlocal Agreement with the Stanwood Camano School District for a School Resource Officer subject to the School District also approving said Interlocal agreement.

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 attended the Ribbon Cutting Ceremony for the Country Store. It was very exciting as it was her first one but also her first in person event. It is wonderful to see our stores open and thriving. There are still several boards and commission positions open. Please mention this to anyone that you think might be a good fit or is interested in getting involved with City government.

b. City Administrator's Report- .

Jennifer Ferguson tagged on to the Mayor about the board and committee vacancies. You can find the applications online at the City website under Mayor and Council as well as social media. City Hall will be reopening to the public on April 6. It will be a slow walk opening for three days per week at first. Look for the press release on our website. We will continue to encourage social distancing and follow the state guidelines.

There is a new Public Record Act e-learning resource on the AWC & WCIA websites.

The City received a \$742,000 grant for the Stanwood Port Susan Trail.

The City met the Well City requirements and qualified again for the 2% discount on the AWC insurance premiums. Thank you to Krista Hintz for doing the required reporting.

Director Soundbites –

Public Works Director Kevin Hushagen gave an update for Public Works. The pump station and force main project bids are being certified. The low bidder came in below the engineer estimate. Opening next week for the 276th paving project. Crews are working hard and are getting ready to spring and summer mowing. An RFQ is coming for the final phase of Viking Way. The 6-year TIP will be going to Public Works Committee and then to City Council for approval soon.

Community Development Director Patricia Love talked about the kickoff of the City Beatification Plan. Parking signs were finalized and are going up next week. A contract was signed with Lankford for the landscape architecture for 72nd and SR 532 with the intent of planting in the fall.

Chief Rob Martin mentioned some milestones that some of his Police Officers have passed recently. We have a great group of folks working here!

Chief John Cermak also gave a shout out to several of his staff. Andy Holmes is retiring after 40 years of service. A big welcome to three new firefighters. Kudos to all of them and all in public safety.

Stanwood City Council Meeting Minutes – March 25, 2021

Jennifer announced that 2021 is Election season for Stanwood. There is a posting on the City website that gives information on how to run for office. It is a great way for folks to get involved.

c. Councilmember Reports and Questions-

Councilmember White mentioned that Memorial Day is coming and asked that the Public Works crews remember to mow the ditches in that area.

Councilmember Shepro asked about the progress of electricity on the light poles in downtown. It was noted that no action has been taken on this at this time. Public Works is assessing the project and is building a workplan.

12. Adjourn

The meeting was adjourned at 8:20 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c

DATE: April 8, 2021

SUBJECT: Authorize Mayor to Sign Indemnification Agreement for Use of the Country Store / True Value Parking Lot

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A - Proposed Indemnification Agreement with 1934 Properties LLC

PURPOSE

The purpose for this agenda item is for Council consideration and to authorize the Mayor to execute an indemnification agreement with 1934 Properties, LLC for use of their parking lot for 2021 City sponsored events.

BACKGROUND

For the past four years, Clean Sweep, Touch-a-Truck and National Night Out (NNO) events have been held at the former Thrifty Food's parking lot, now the Country Store/True Value. These three events have become a tremendous success and have been well attended to the point where they create an impact to traffic, businesses and citizens in general if they were to be held in much smaller city owned parking lot(s).

1934 Properties, LLC, the new owner of the property will continue to allow the city to use their parking lot for special events if an agreement, which includes indemnification language, is executed by the City

Staff would like to utilize the parking lot in 2021 for two City sponsored special events:

- Clean Sweep – Saturday, May 15th
- National Night Out – Tuesday, August 6th

1934 Properties, LLC has approved the 2021 Clean Sweep date, but is still considering the NNO date. In order to plan the Clean Sweep event and mail out a flyer to citizens, Staff is requesting that council authorize the Mayor to sign the Indemnification

Agreement for the Clean Sweep event and a second agreement if the NNO date is approved.

FINANCIAL IMPACT

There is no cost associated with this request.

Fiscal Impact			
N/A			
Fund(s):	General Fund		
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff is recommending Council authorize the Mayor to sign an Indemnification Agreement with 1934 Properties, LLC for the Clean Sweep event and for the National Night Out event.

Committee/Board Recommendation:

This item will be discussed with the Public Works Committee at the April 5th meeting, if the committee has concerns, staff will move this item to discussion.

CITY COUNCIL OPTIONS

1. The City council may authorize the Mayor to sign the Clean Sweep and National Night Out Indemnification Agreements.
2. The City council may choose not to authorize the Mayor to sign the Clean Sweep and National Night Out Indemnification Agreements.
3. The City council may direct staff to provide additional information.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN THE INDEMNIFICATION AGREEMENTS WITH 1934 PROPERTIES, LLC FOR USE OF PROPERTY FOR CITY SPECIAL EVENTS.

AGREEMENT BETWEEN CITY OF STANWOOD AND 1934 Properties, LLC FOR
INDEMNIFICATION RELATED TO USE OF PROPERTY FOR CITY EVENTS

This Agreement is made and entered into by and between the City of Stanwood, a municipal corporation of the State of Washington (the "City") and 1934 Properties, LLC (the "Owner"), (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

Recitals:

WHEREAS the City of Stanwood holds City Events from time to time; and

WHEREAS the City desires to hold certain of those City Events outside and desires to hold them in an area larger than any property owned by the City; and

WHEREAS, 1934 Properties, LLC agrees to allow the City the use of its property located at 8815 271st Street NW, Stanwood, WA 98292, Tax Accessor's Parcel No. 32041900300300 for the following such City Events:

Clean Sweep — May 15, 2021

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

For and in consideration of the use of the Owner's above described property for the above described City Events, the City for itself, its officers, agents, employees, contractors, and subcontractors, shall indemnify, save harmless and defend the Owner from and against any and all damages, claims, or demands, (including cost of defense) on account of injury to or death of any and all persons, or property damage caused by City arising out of City's use of the above described property for the above described City Events on the dates which those events occurred.

Such indemnification will not extend to that portion of any damages, claims, or demands that are caused by the negligence and/or intentional misconduct of the Owner, its officials, employees, agents or contractors.

(signature page to follow)

EXECUTED this **8th day of April, 2021.**

City of Stanwood, Washington

By: _____
Elizabeth Callaghan, Mayor

EXECUTED this 19th day of March 2021.

1934 Properties, LLC

By: 
Name: Raefene Smillie
Title: Corporate Administrator

3/24/2021

Ref#: 13217

1934 Properties, LLC
Attn: Raelene Smillie
PO Box 266
Burlington, WA 98233

Re: City of Stanwood
City Sponsored Events Use of Parking Lot at 8815 271st Street NW, Stanwood, WA
98292, Tax Accessor's Parcel No. 32041900300300

Evidence of Coverage

The City of Stanwood is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Stanwood. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Stanwood all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,



Rob Roscoe
Deputy Director

cc: Pat Adams
Lisa Sokolik, Public Works Administrative Assistant



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6d

DATE: April 5, 2021

SUBJECT: Authorize the Mayor to Sign a Contract with Interwest Construction Incorporated to Complete the Main Lift Station and Force Main Project.

CONTACT PERSON: Shawn Smith, City Engineer

ATTACHMENTS: A – Certified Bid Tabs

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Interwest Construction Incorporated (ICI) to complete the Main Lift Station and Force Main project.

BACKGROUND

Council approved a contract to have RH2 Engineering design the main lift station and force main improvements in April 2020. The main lift station was shown in a sewer analysis to not have sufficient capacity for the projects that have sewer availability letters. Since 99% of the city's sewer goes through the main lift station, it is one of the city's most important pieces of infrastructure. It was determined that redundancy is necessary, when we had a leak on the force main in the past and had to set up bypass pumping. Therefore, with the upgrades there will be a second force main installed under SR 532.

Staff advertised for bids in March and opened them on March 25. The City received 6 bids ranging from \$1,781,696.28 to \$2,926,319.76. The engineer's estimate was \$1,903,862.91. Interwest Construction Incorporated (ICI) is the low bidder.

ANALYSIS

Budget Summary:

- Low Bid (Including Sales Tax) - \$1,781,696.28
- Construction Management and Testing - \$100,000

Fiscal Impact			
\$1,881,696.28			
Fund(s):	Sewer Construction 594 35 63 36		
Amount:	\$ \$1,881,696.28	Project Estimate:	\$1,922,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder, ICI Construction, the Main Lift Station and Force Main Upgrades project in the amount of \$1,781,696.28 and providing construction management and testing in the amount of \$100,000.

Committee/Board Recommendation:

Public Works Committee will have reviewed this at the April 5th meeting; however, the recommendation has not been made prior to the council packet deadline.

COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign a contract with ICI Construction for the Main Lift Station and Force Main Upgrades in the amount of \$1,781,696.28 and approve Construction Management and Testing funding of \$100,000.
- 2.) Send back to the Public Works Committee for additional discussion.
- 3.) Reject all bids and delay project.

RECOMMENDED MOTION

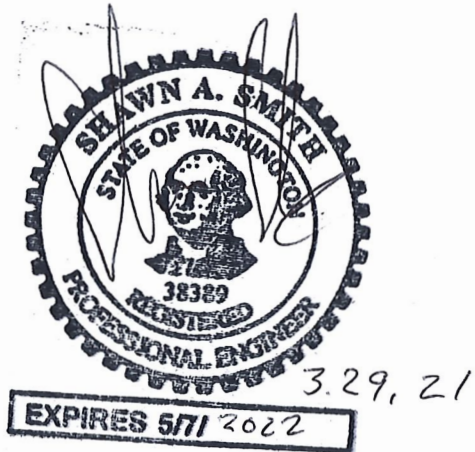
MOTION TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH ICI CONSTRUCTION FOR THE MAIN LIFT STATION AND FORCE MAIN IMPROVEMENTS PROJECT NOT TO EXCEED \$1,781,696.28. THIS MOTION ALSO AUTHORIZES THE MAYOR TO APPROVE USE OF CONSTRUCTION MANAGEMENT AND TESTING FUNDS TO ENSURE THE PROJECT IS COMPLETED PER THE INTENT OF THE APPROVED PLANS.



Bid Tabulation
Main Lift Station Forcemain

ATTACHMENT A

Bid Item No.				Engineer's Estimate		INTERWEST CONSTRUCTION		McCLURE AND SONS		FABER CONSTRUCTION		TIGER CONSTRUCTION		RAZZ CONSTRUCTION		STRIDER CONSTRUCTION	
	ITEM DESCRIPTION	UNITS	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization, Demobilization, Site Preperation, and Cleanup	LS	1	\$157,000	\$ 157,000.00	\$ 155,000.00	\$ 155,000.00	\$ 47,165.00	\$ 47,165.00	\$ 195,744.00	\$ 195,744.00	\$ 164,500.00	\$ 164,500.00	\$ 200,000.00	\$ 200,000.00	\$ 260,000.00	\$ 260,000.00
2	Staking and Project Control	LS	1	\$6,000	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 9,184.00	\$ 9,184.00	\$ 4,100.00	\$ 4,100.00	\$ 4,500.00	\$ 4,500.00	\$ 6,000.00	\$ 6,000.00
3	Temporary Erosion and Sedimentation Control (TESC)	LS	1	\$6,435	\$ 6,435.00	\$ 12,000.00	\$ 12,000.00	\$ 1,900.00	\$ 1,900.00	\$ 13,476.00	\$ 13,476.00	\$ 5,290.00	\$ 5,290.00	\$ 30,000.00	\$ 30,000.00	\$ 5,000.00	\$ 5,000.00
4	Cut and Cover Forcemain (12, 14 and 16 inch)	LF	560	\$470	\$ 263,001.20	\$ 464.00	\$ 259,840.00	\$ 600.00	\$ 336,000.00	\$ 612.00	\$ 342,720.00	\$ 395.00	\$ 221,200.00	\$ 525.00	\$ 294,000.00	\$ 762.00	\$ 426,720.00
5a	Unscheduled Excavation	CY	150	\$40	\$ 6,000.00	\$ 70.00	\$ 10,500.00	\$ 55.00	\$ 8,250.00	\$ 55.00	\$ 8,250.00	\$ 51.00	\$ 7,650.00	\$ 70.00	\$ 10,500.00	\$ 56.00	\$ 8,400.00
5b	Unscheduled Import Backfill	Ton	300	\$30	\$ 9,000.00	\$ 40.00	\$ 12,000.00	\$ 44.00	\$ 13,200.00	\$ 38.00	\$ 11,400.00	\$ 45.00	\$ 13,500.00	\$ 53.00	\$ 15,900.00	\$ 58.00	\$ 17,400.00
5c	Trench Ballast	SY	140	\$40	\$ 5,600.00	\$ 60.00	\$ 8,400.00	\$ 35.00	\$ 4,900.00	\$ 45.00	\$ 6,300.00	\$ 28.50	\$ 3,990.00	\$ 35.00	\$ 4,900.00	\$ 69.00	\$ 9,660.00
6	Forcemain Directional Drill (DD)	LF	510	\$580	\$ 295,800.00	\$ 485.00	\$ 247,350.00	\$ 582.00	\$ 296,820.00	\$ 658.00	\$ 335,580.00	\$ 905.00	\$ 461,550.00	\$ 1,200.00	\$ 612,000.00	\$ 960.00	\$ 489,600.00
7	Forcemain Frackout Repair	LS	1	\$10,000	\$ 10,000.00	\$ 5,500.00	\$ 5,500.00	\$ 15,000.00	\$ 15,000.00	\$ 26,600.00	\$ 26,600.00	\$ 67,500.00	\$ 67,500.00	\$ 20,000.00	\$ 20,000.00	\$ 34,000.00	\$ 34,000.00
8	Temporary Pumping	LS	1	\$72,800	\$ 72,800.00	\$ 55,000.00	\$ 55,000.00	\$ 84,000.00	\$ 84,000.00	\$ 22,831.00	\$ 22,831.00	\$ 106,000.00	\$ 106,000.00	\$ 30,000.00	\$ 30,000.00	\$ 175,000.00	\$ 175,000.00
9	Trench Safety and Shoring	LS	1	\$20,636	\$ 20,636.00	\$ 10,000.00	\$ 10,000.00	\$ 22,000.00	\$ 22,000.00	\$ 10,237.00	\$ 10,237.00	\$ 26,200.00	\$ 26,200.00	\$ 10,000.00	\$ 10,000.00	\$ 165,000.00	\$ 165,000.00
10	Dewatering	LS	1	\$22,000	\$ 22,000.00	\$ 4,000.00	\$ 4,000.00	\$ 50,000.00	\$ 50,000.00	\$ 76,487.00	\$ 76,487.00	\$ 36,600.00	\$ 36,600.00	\$ 25,000.00	\$ 25,000.00	\$ 76,000.00	\$ 76,000.00
11	Structural	LS	1	\$62,277	\$ 62,277.00	\$ 32,000.00	\$ 32,000.00	\$ 170,000.00	\$ 170,000.00	\$ 16,396.00	\$ 16,396.00	\$ 23,700.00	\$ 23,700.00	\$ 5,000.00	\$ 5,000.00	\$ 90,000.00	\$ 90,000.00
12	Monorails, Trolleys, Lifts, Crane Motor, Anchorage and Structural Supports	LS	1	\$77,550	\$ 77,550.00	\$ 80,000.00	\$ 80,000.00	\$ 120,000.00	\$ 120,000.00	\$ 101,686.00	\$ 101,686.00	\$ 154,500.00	\$ 154,500.00	\$ 115,000.00	\$ 115,000.00	\$ 92,000.00	\$ 92,000.00
13	Finishes	LS	1	\$17,050	\$ 17,050.00	\$ 17,000.00	\$ 17,000.00	\$ 12,400.00	\$ 12,400.00	\$ 13,470.00	\$ 13,470.00	\$ 11,800.00	\$ 11,800.00	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00
14	Pumps and Motors	EA	4	\$32,100	\$ 128,400.00	\$ 44,000.00	\$ 176,000.00	\$ 37,000.00	\$ 148,000.00	\$ 51,559.00	\$ 206,236.00	\$ 44,800.00	\$ 179,200.00	\$ 45,000.00	\$ 180,000.00	\$ 46,000.00	\$ 184,000.00
15	Diesel Driven Pump on Trailer	EA	1	\$77,500	\$ 77,500.00	\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ 57,219.00	\$ 57,219.00	\$ 50,800.00	\$ 50,800.00	\$ 75,000.00	\$ 75,000.00	\$ 87,000.00	\$ 87,000.00
16	Mechanical	LS	1	\$152,896	\$ 152,896.00	\$ 175,000.00	\$ 175,000.00	\$ 145,000.00	\$ 145,000.00	\$ 129,348.00	\$ 129,348.00	\$ 168,000.00	\$ 168,000.00	\$ 105,000.00	\$ 105,000.00	\$ 160,000.00	\$ 160,000.00
17	Electrical	LS	1	\$56,700	\$ 56,700.00	\$ 166,000.00	\$ 166,000.00	\$ 88,000.00	\$ 88,000.00	\$ 262,631.00	\$ 262,631.00	\$ 189,000.00	\$ 189,000.00	\$ 200,000.00	\$ 200,000.00	\$ 70,000.00	\$ 70,000.00
18	Automatic Control	LS	1	\$261,819	\$ 261,819.00	\$ 100,000.00	\$ 100,000.00	\$ 280,000.00	\$ 280,000.00	\$ 119,378.00	\$ 119,378.00	\$ 104,000.00	\$ 104,000.00	\$ 95,000.00	\$ 95,000.00	\$ 274,000.00	\$ 274,000.00
19	Testing, Startup, Operations and Maintenance Manuals, and Training	LS	1	\$10,000	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 14,000.00	\$ 29,844.00	\$ 29,844.00	\$ 16,000.00	\$ 16,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
20	Construction Records	LS	1	\$5,000	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
21	Miscellaneous Owner-Directed Work	LS	1	\$20,000	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Base Bid Subtotal				\$	1,743,464.20		\$ 1,631,590.00		\$ 1,936,135.00		\$ 2,020,017.00		\$ 2,040,080.00		\$ 2,091,800.00		\$ 2,679,780.00
Sales Tax 9.2%				\$	160,398.71		\$ 150,106.28		\$ 178,124.42		\$ 185,841.56		\$ 187,687.36		\$ 192,445.60		\$ 246,539.76
Total Base Bid with Tax				\$	1,903,862.91		\$ 1,781,696.28		\$ 2,114,259.42		\$ 2,205,858.56		\$ 2,227,767.36		\$ 2,284,245.60		\$ 2,926,319.76





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6e

DATE: April 5, 2021

SUBJECT: Authorize the Mayor to Sign a Contract with Atwork to complete the SR 532 Berm Landscaping Project

CONTACT PERSON: Shawn Smith, City Engineer

ATTACHMENTS: A – Certified Bid Tabs.

PURPOSE

The purpose of this agenda item is authorize the Mayor to sign a contract with Atwork to complete the landscaping work on the SR 532 Berm.

RECOMMENDATION

Authorize the Mayor to sign a contract with Atwork to complete the SR 532 berm landscaping project.

BACKGROUND

Staff hired Lankford Associates Landscape Architects to design the SR 532 Berm Landscape design. The contractor for the berm project provided a quote to the City for this work and it was much higher than expected. Staff advertised for bids on the MRSC in March and opened them on March 31, 2021. We received 6 bids ranging from \$55,391.70 to \$88,325.19. The engineer's estimate was approximately \$70,000.00. Atwork is the low bidder.

ANALYSIS

Fiscal Impact			
\$55,391.70			
Fund(s):	Drainage Construction 594 38 63 02		
Amount:	\$55,391.70	Project Estimate:	\$70,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☒ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder, Atwork, the SR 532 Berm Landscaping project in the amount of \$55,391.70.

Committee/Board Recommendation:

Public Works Committee will have reviewed this at the April 5th meeting; however the recommendation has not been made prior to the council packet deadline.

COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign a contract with Atwork for the SR 532 Berm Landscaping project in the amount of \$55,391.70.
- 2.) Send back to the Public Works Committee for additional discussion.
- 3.) Reject all bids and delay project.

RECOMMENDED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH ATWORK FOR THE SR 532 BERM LANDSCAPING PROJECT NOT TO EXCEED \$55,391.70.



Bid Tabulation
 SR532 Flood Berm Pathway Planting
 Bid Opening March 31, 2021 at 2:00pm via Zoom Webinar

ATTACHMENT A

Bid Item No.					Engineer's Estimate	AT-WORK COMMERCIAL ENTERPRISES, LLC	GREEN SLATE LANDSCAPING, INC.	GREEN EARTHWORKS CONSTRUCTION	TOTAL LANDSCAPE CORPORATION	THREE BEARS, LLC NATIVE RESTORATION	BUNTING, INC. <i>non-responsive / non- responsible</i>
					<i>site visit - yes addendum - yes</i>	<i>site visit - yes addendum - yes</i>	<i>site visit - yes addendum - yes</i>	<i>site visit - yes addendum - yes</i>	<i>site visit - yes addendum - yes</i>	<i>site visit - yes addendum - yes</i>	<i>site visit - no addendum - no</i>
	ITEM DESCRIPTION	UNITS	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	2" - 6" Round Cobble Rock	CY	60	\$ -	\$ 11,900.00	\$ 12,687.00	\$ 24,125.00	\$ 12,681.40	\$ 14,020.00	\$ 33,902.00	
2	Fine Dark Brown Mulch	CY	90	\$ -	\$ 9,975.00	\$ 13,320.00	\$ 17,900.00	\$ 11,854.42	\$ 16,400.00	\$ 7,003.50	
3	Plants Per Plant Schedule	LS	1	\$ -	\$ 28,850.00	\$ 30,774.20	\$ 15,250.00	\$ 34,466.69	\$ 30,000.00	\$ 39,978.37	
Base Bid Subtotal					\$ 50,725.00	\$ 56,781.20	\$ 57,275.00	\$ 59,002.51	\$ 60,420.00	\$ 80,883.87	
Sales Tax 9.2%					\$ 4,666.70	\$ 5,223.87	\$ 5,269.30	\$ 5,428.23	\$ 5,558.64	\$ 7,441.32	
Total Base Bid with Tax \$ 70,000.00					\$ 55,391.70	\$ 62,005.07	\$ 62,544.30	\$ 64,430.74	\$ 65,978.64	\$ 88,325.19	





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6f

DATE: April 8, 2021

SUBJECT: Authorize the Mayor to Sign a Contract with Reece Construction for the 276th Street Overlay and ADA Improvements Project

CONTACT PERSON: Shawn Smith, City Engineer

ATTACHMENTS: A – Certified Bid Tabs

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Reece Construction to complete the 276th St. Overlay and ADA Improvements project.

BACKGROUND

Staff hired Pertee Engineering to design the 276th St. Overlay and ADA Upgrades project in December 2020. This project will continue from last year's paving on 276th St. and extend it to the City Limits. The funding for this project is from a Transportation Improvement Board (TIB) grant the City received in October 2020 with an approximately 10% match coming from TBD funds.

Staff advertised for bids in March and opened them on April 1, 2021. We received 8 bids ranging from \$240,218.75 to \$439,937.00. The engineer's estimate was \$321,780. Reece Construction is the low bidder.

ANALYSIS

Fiscal Impact			
\$240,218.75			
Fund(s):	Street Construction 594 35 63 32		
Amount:	\$240,218.75	Project Estimate:	\$344,500
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder, Reece Construction, the 276th St. Overlay and ADA Improvements project in the amount of \$240,218.75.

Committee/Board Recommendation:

Public Works Committee will have reviewed this at the April 5th meeting; however, the recommendation has not been made prior to the council packet deadline.

COUNCIL OPTIONS

- 1.) Authorize the Mayor to sign a contract with Reece Construction for the 276th St. Overlay and ADA Improvements project in the amount of \$240,218.75.
- 2.) Send back to the Public Works Committee for additional discussion.
- 3.) Reject all bids and delay project.

RECOMMENDED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH REECE CONSTRUCTION FOR THE 276th ST. OVERLAY AND ADA IMPROVEMENTS PROJECT NOT TO EXCEED \$240,218.75.



BID TABULATION
276th Street NW and Woodland Road Overlay and ADA Ramps
Bid Opening: April 1, 2021 at 2:00pm via ZOOM

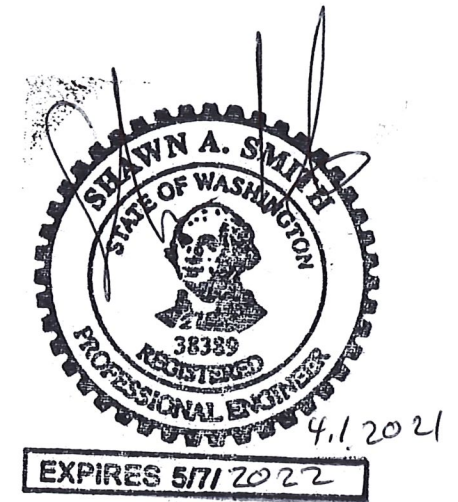
ATTACHMENT A

Item #	Spec. Ref.				Engineer's Estimate		REECE CONSTRUCTION CO.		JB ASPHALT PAVING		CENTRAL PAVING		COLACURCIO BROTHERS		CADMAN MATERIALS, INC.	
		ITEM DESCRIPTION	UNITS	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	1-04SP	UNEXPECTED SITE CHANGES	EST	1	\$ 10,000	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
A-2	1-05SP	ROADWAY SURVEYING	LS	1	\$ 6,000	\$ 6,000.00	\$ 7,200.00	\$ 7,200.00	\$ 5,200.00	\$ 5,200.00	\$ 7,216.00	\$ 7,216.00	\$ 1,800.00	\$ 1,800.00	\$ 8,800.00	\$ 8,800.00
A-3	1-07	SPCC PLAN	LS	1	\$ 1,000	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00
A-4	1-09	MOBILIZATION	LS	1	\$ 23,000	\$ 23,000.00	\$ 29,000.00	\$ 29,000.00	\$ 20,000.00	\$ 20,000.00	\$ 35,500.00	\$ 35,500.00	\$ 32,000.00	\$ 32,000.00	\$ 42,600.00	\$ 42,600.00
A-5	1-07SP	PEDESTRIAN TRAFFIC CONTROL	LS	1	\$ 5,000	\$ 5,000.00	\$ 1,400.00	\$ 1,400.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,680.00	\$ 1,680.00
A-6	1-10SP	PROJECT TEMPORARY TRAFFIC CONTROL	LS	1	\$ 8,000	\$ 8,000.00	\$ 19,500.00	\$ 19,500.00	\$ 30,000.00	\$ 30,000.00	\$ 38,500.00	\$ 38,500.00	\$ 63,000.00	\$ 63,000.00	\$ 55,200.00	\$ 55,200.00
A-7	2-01	CLEARING AND GRUBBING	AC	0.1	\$ 40,000	\$ 4,000.00	\$ 3,500.00	\$ 350.00	\$ 10,000.00	\$ 1,000.00	\$ 10,000.00	\$ 1,000.00	\$ 40,000.00	\$ 4,000.00	\$ 22,400.00	\$ 2,240.00
A-8	2-02 SP	SAW CUTTING	LF	870	\$ 5	\$ 4,350.00	\$ 1.25	\$ 1,087.50	\$ 3.50	\$ 3,045.00	\$ 5.00	\$ 4,350.00	\$ 6.00	\$ 5,220.00	\$ 2.95	\$ 2,566.50
A-9	2-02 SP	REMOVING CEMENT CONC. SIDEWALK	SY	150	\$ 30	\$ 4,500.00	\$ 28.00	\$ 4,200.00	\$ 25.00	\$ 3,750.00	\$ 42.00	\$ 6,300.00	\$ 24.00	\$ 3,600.00	\$ 84.00	\$ 12,600.00
A-10	2-02 SP	REMOVING CEMENT CONC. CURB AND GU	LF	165	\$ 15	\$ 2,475.00	\$ 16.00	\$ 2,640.00	\$ 20.00	\$ 3,300.00	\$ 15.00	\$ 2,475.00	\$ 10.00	\$ 1,650.00	\$ 39.20	\$ 6,468.00
A-11	2-03	ROADWAY EXCAVATION INCL. HAUL	CY	120	\$ 90	\$ 10,800.00	\$ 5.00	\$ 600.00	\$ 70.00	\$ 8,400.00	\$ 87.00	\$ 10,440.00	\$ 32.00	\$ 3,840.00	\$ 97.20	\$ 11,664.00
A-12	4-04	CRUSHED SURFACING TOP COURSE	TON	160	\$ 55	\$ 8,800.00	\$ 27.00	\$ 4,320.00	\$ 45.00	\$ 7,200.00	\$ 80.00	\$ 12,800.00	\$ 50.00	\$ 8,000.00	\$ 79.20	\$ 12,672.00
A-13	5-04	PLANING BITUMINOUS PAVEMENT	SY	6,470	\$ 5	\$ 32,350.00	\$ 2.00	\$ 12,940.00	\$ 5.00	\$ 32,350.00	\$ 2.50	\$ 16,175.00	\$ 3.00	\$ 19,410.00	\$ 3.05	\$ 19,733.50
A-14	5-04	HMA CL. 1/2" PG 58-22	TON	960	\$ 120	\$ 115,200.00	\$ 87.00	\$ 83,520.00	\$ 100.00	\$ 96,000.00	\$ 84.00	\$ 80,640.00	\$ 116.00	\$ 111,360.00	\$ 99.70	\$ 95,712.00
A-15	7-05 SP	ADJUST UTILITY STRUCTURE	EA	6	\$ 500	\$ 3,000.00	\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00	\$ 892.50	\$ 5,355.00	\$ 650.00	\$ 3,900.00	\$ 560.00	\$ 3,360.00
A-16	7-12 SP	ADJUST WATER VALVE BOX	EA	8	\$ 400	\$ 3,200.00	\$ 500.00	\$ 4,000.00	\$ 400.00	\$ 3,200.00	\$ 640.50	\$ 5,124.00	\$ 600.00	\$ 4,800.00	\$ 420.00	\$ 3,360.00
A-17	8-01	INLET PROTECTION	EA	9	\$ 150	\$ 1,350.00	\$ 150.00	\$ 1,350.00	\$ 50.00	\$ 450.00	\$ 80.00	\$ 720.00	\$ 80.00	\$ 720.00	\$ 53.00	\$ 477.00
A-18	8-01	EROSION/WATER POLLUTION CONTROL	EST	1	\$ 2,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
A-19	8-02 SP	PROPERTY RESTORATION	EST	1	\$ 2,500	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
A-20	8-02	TOPSOIL, TYPE A	CY	10	\$ 100	\$ 1,000.00	\$ 200.00	\$ 2,000.00	\$ 60.00	\$ 600.00	\$ 200.00	\$ 2,000.00	\$ 120.00	\$ 1,200.00	\$ 94.20	\$ 942.00
A-21	8-02	SEEDED LAWN INSTALLATION	SF	150	\$ 10	\$ 1,500.00	\$ 1.25	\$ 187.50	\$ 5.00	\$ 750.00	\$ 10.00	\$ 1,500.00	\$ 5.50	\$ 825.00	\$ 9.00	\$ 1,350.00
A-22	8-04	CEMENT CONC. TRAFFIC CURB AND GUTTE	LF	175	\$ 60	\$ 10,500.00	\$ 32.00	\$ 5,600.00	\$ 51.00	\$ 8,925.00	\$ 29.40	\$ 5,145.00	\$ 52.00	\$ 9,100.00	\$ 40.35	\$ 7,061.25
A-23	8-04	CEMENT CONC. PEDESTRIAN CURB	LF	175	\$ 40	\$ 7,000.00	\$ 29.00	\$ 5,075.00	\$ 36.00	\$ 6,300.00	\$ 26.25	\$ 4,593.75	\$ 52.00	\$ 9,100.00	\$ 37.00	\$ 6,475.00
A-24	8-09	RAISED PAVEMENT MARKER TYPE 2B	HUND	1	\$ 500	\$ 500.00	\$ 461.00	\$ 461.00	\$ 460.00	\$ 460.00	\$ 420.00	\$ 420.00	\$ 400.00	\$ 400.00	\$ 448.00	\$ 448.00
A-25	8-14 SP	CEMENT CONC. SIDEWALK	SY	45	\$ 80	\$ 3,600.00	\$ 75.00	\$ 3,375.00	\$ 115.00	\$ 5,175.00	\$ 68.25	\$ 3,071.25	\$ 80.00	\$ 3,600.00	\$ 101.00	\$ 4,545.00
A-26	8-14 SP	CEMENT CONC. CURB RAMP TYPE PARALL	SY	10	\$ 240	\$ 2,400.00	\$ 160.00	\$ 1,600.00	\$ 150.00	\$ 1,500.00	\$ 147.00	\$ 1,470.00	\$ 230.00	\$ 2,300.00	\$ 196.00	\$ 1,960.00
A-27	8-14 SP	CEMENT CONC. CURB RAMP TYPE COMBIN	SY	80	\$ 240	\$ 19,200.00	\$ 200.00	\$ 16,000.00	\$ 150.00	\$ 12,000.00	\$ 183.75	\$ 14,700.00	\$ 230.00	\$ 18,400.00	\$ 240.80	\$ 19,264.00
A-28	8-14	DETECTABLE WARNING SURFACE	SF	110	\$ 60	\$ 6,600.00	\$ 29.00	\$ 3,190.00	\$ 36.00	\$ 3,960.00	\$ 26.25	\$ 2,887.50	\$ 50.00	\$ 5,500.00	\$ 28.00	\$ 3,080.00
A-29	8-21	PERMANENT SIGNING	LS	1	\$ 1,400	\$ 1,400.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,575.00	\$ 1,575.00	\$ 2,000.00	\$ 2,000.00	\$ 1,625.00	\$ 1,625.00
A-30	8-22	PAINT LINE	LF	6,060	\$ 2	\$ 12,120.00	\$ 0.60	\$ 3,636.00	\$ 0.60	\$ 3,636.00	\$ 0.46	\$ 2,787.60	\$ 0.50	\$ 3,030.00	\$ 0.60	\$ 3,636.00
A-31	8-22	PLASTIC STOP LINE	LF	65	\$ 15	\$ 975.00	\$ 11.25	\$ 731.25	\$ 12.00	\$ 780.00	\$ 8.40	\$ 546.00	\$ 8.50	\$ 552.50	\$ 10.90	\$ 708.50
A-32	8-22	PLASTIC CROSSWALK LINE	SF	575	\$ 10	\$ 5,750.00	\$ 8.50	\$ 4,887.50	\$ 9.00	\$ 5,175.00	\$ 8.40	\$ 4,830.00	\$ 8.50	\$ 4,887.50	\$ 8.15	\$ 4,686.25
A-33	8-23	TEMPORARY PAVEMENT MARKING - SHOR	LF	1,710	\$ 1	\$ 1,710.00	\$ 0.80	\$ 1,368.00	\$ 0.60	\$ 1,026.00	\$ 0.50	\$ 855.00	\$ 0.50	\$ 855.00	\$ 1.80	\$ 3,078.00
Base Bid Subtotal						\$ 321,780.00		\$ 240,218.75		\$ 286,882.00		\$ 291,976.10		\$ 341,550.00		\$ 352,892.00
Sales Tax 9.2%						N/A		N/A		N/A		N/A		N/A		N/A
Total Base Bid with Tax						\$ 321,780.00		\$ 240,218.75		\$ 286,882.00		\$ 291,976.10		\$ 341,550.00		\$ 352,892.00



BID TABULATION
276th Street NW and Woodland Road
Bid Opening: April 1, 2021 at 2:00pm v

Item #	Spec. Ref.	ITEM DESCRIPTION	SRV CONSTRUCTION, INC		LAKESIDE INDUSTRIES, INC.		GRANITE CONSTRUCTION COMPANY	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	1-04SP	UNEXPECTED SITE CHANGES	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
A-2	1-05SP	ROADWAY SURVEYING	\$ 1,900.00	\$ 1,900.00	\$ 7,800.00	\$ 7,800.00	\$ 5,000.00	\$ 5,000.00
A-3	1-07	SPCC PLAN	\$ 290.00	\$ 290.00	\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00
A-4	1-09	MOBILIZATION	\$ 44,250.00	\$ 44,250.00	\$ 25,500.00	\$ 25,500.00	\$ 26,500.00	\$ 26,500.00
A-5	1-07SP	PEDESTRIAN TRAFFIC CONTROL	\$ 4,600.00	\$ 4,600.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
A-6	1-10SP	PROJECT TEMPORARY TRAFFIC CONTROL	\$ 32,000.00	\$ 32,000.00	\$ 64,000.00	\$ 64,000.00	\$ 125,000.00	\$ 125,000.00
A-7	2-01	CLEARING AND GRUBBING	\$ 11,500.00	\$ 1,150.00	\$ 8,500.00	\$ 850.00	\$ 25,000.00	\$ 2,500.00
A-8	2-02 SP	SAW CUTTING	\$ 3.00	\$ 2,610.00	\$ 3.80	\$ 3,306.00	\$ 3.00	\$ 2,610.00
A-9	2-02 SP	REMOVING CEMENT CONC. SIDEWALK	\$ 26.00	\$ 3,900.00	\$ 64.00	\$ 9,600.00	\$ 150.00	\$ 22,500.00
A-10	2-02 SP	REMOVING CEMENT CONC. CURB AND GU	\$ 14.00	\$ 2,310.00	\$ 15.00	\$ 2,475.00	\$ 9.00	\$ 1,485.00
A-11	2-03	ROADWAY EXCAVATION INCL. HAUL	\$ 60.00	\$ 7,200.00	\$ 108.00	\$ 12,960.00	\$ 170.00	\$ 20,400.00
A-12	4-04	CRUSHED SURFACING TOP COURSE	\$ 39.40	\$ 6,304.00	\$ 122.00	\$ 19,520.00	\$ 65.00	\$ 10,400.00
A-13	5-04	PLANING BITUMINOUS PAVEMENT	\$ 5.00	\$ 32,350.00	\$ 3.80	\$ 24,586.00	\$ 4.00	\$ 25,880.00
A-14	5-04	HMA CL. 1/2" PG 58-22	\$ 122.00	\$ 117,120.00	\$ 112.00	\$ 107,520.00	\$ 120.00	\$ 115,200.00
A-15	7-05 SP	ADJUST UTILITY STRUCTURE	\$ 905.00	\$ 5,430.00	\$ 560.00	\$ 3,360.00	\$ 835.00	\$ 5,010.00
A-16	7-12 SP	ADJUST WATER VALVE BOX	\$ 845.00	\$ 6,760.00	\$ 430.00	\$ 3,440.00	\$ 670.00	\$ 5,360.00
A-17	8-01	INLET PROTECTION	\$ 78.00	\$ 702.00	\$ 110.00	\$ 990.00	\$ 44.00	\$ 396.00
A-18	8-01	EROSION/WATER POLLUTION CONTROL	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
A-19	8-02 SP	PROPERTY RESTORATION	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
A-20	8-02	TOPSOIL, TYPE A	\$ 158.00	\$ 1,580.00	\$ 220.00	\$ 2,200.00	\$ 280.00	\$ 2,800.00
A-21	8-02	SEEDS LAWN INSTALLATION	\$ 10.00	\$ 1,500.00	\$ 6.10	\$ 915.00	\$ 7.00	\$ 1,050.00
A-22	8-04	CEMENT CONC. TRAFFIC CURB AND GUTTE	\$ 52.00	\$ 9,100.00	\$ 44.00	\$ 7,700.00	\$ 31.00	\$ 5,425.00
A-23	8-04	CEMENT CONC. PEDESTRIAN CURB	\$ 52.00	\$ 9,100.00	\$ 44.00	\$ 7,700.00	\$ 27.00	\$ 4,725.00
A-24	8-09	RAISED PAVEMENT MARKER TYPE 2B	\$ 425.00	\$ 425.00	\$ 595.00	\$ 595.00	\$ 438.00	\$ 438.00
A-25	8-14 SP	CEMENT CONC. SIDEWALK	\$ 81.00	\$ 3,645.00	\$ 74.00	\$ 3,330.00	\$ 71.00	\$ 3,195.00
A-26	8-14 SP	CEMENT CONC. CURB RAMP TYPE PARALL	\$ 386.00	\$ 3,860.00	\$ 180.00	\$ 1,800.00	\$ 164.00	\$ 1,640.00
A-27	8-14 SP	CEMENT CONC. CURB RAMP TYPE COMBIN	\$ 300.00	\$ 24,000.00	\$ 215.00	\$ 17,200.00	\$ 208.00	\$ 16,640.00
A-28	8-14	DETECTABLE WARNING SURFACE	\$ 69.00	\$ 7,590.00	\$ 54.00	\$ 5,940.00	\$ 27.00	\$ 2,970.00
A-29	8-21	PERMANENT SIGNING	\$ 1,625.00	\$ 1,625.00	\$ 1,800.00	\$ 1,800.00	\$ 1,600.00	\$ 1,600.00
A-30	8-22	PAINT LINE	\$ 0.50	\$ 3,030.00	\$ 0.60	\$ 3,636.00	\$ 0.55	\$ 3,333.00
A-31	8-22	PLASTIC STOP LINE	\$ 9.20	\$ 598.00	\$ 9.40	\$ 611.00	\$ 11.00	\$ 715.00
A-32	8-22	PLASTIC CROSSWALK LINE	\$ 9.50	\$ 5,462.50	\$ 9.40	\$ 5,405.00	\$ 8.00	\$ 4,600.00
A-33	8-23	TEMPORARY PAVEMENT MARKING - SHOR	\$ 0.60	\$ 1,026.00	\$ 0.70	\$ 1,197.00	\$ 1.50	\$ 2,565.00
				\$ 355,917.50		\$ 365,736.00		\$ 439,937.00
				N/A		N/A		N/A
				\$ 355,917.50		\$ 365,736.00		\$ 439,937.00





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6g
DATE: April 8, 2021
SUBJECT: Municipal Research and Services Center (MRSC) Rosters
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – MRSC Rosters Contract

PURPOSE

The purpose of this agenda item is whether or not the City Council should authorize the Mayor to sign the MRSC Rosters annual contract.

BACKGROUND

MRSC Rosters is a roster service used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works projects, consulting opportunities, and contracting of goods or services.

Washington City and County governments are authorized to use a roster process for small public works projects under \$350,000 (Small Public Works Roster), small to medium sized professional service contracts (Consultant Roster) and for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts (Vendor Roster) per RCW 39.04.155, RCW 39.04.190, and RCW 39.80. Eligible businesses must meet specific requirements to work with Washington Public Agencies as noted below:

All Businesses must have: (Small Works/Consultant/Vendor Rosters)

- Unified Business Identifier Number (UBI#)
- Federal Tax ID Number
- Commercial General Liability Insurance (optional for vendors
Construction Related Businesses (Small Works Roster)
- Contractor's License
- Professional Licenses
- Bonding
- Cannot be debarred from working on public works projects
- Employment Security Number (if have employees)
- Pay Prevailing Wages

Professional Consulting Businesses (Consultant Roster)

- Professional Licenses
- Upload a general Statement of Qualifications
- Errors and Omissions Insurance

Public Agencies have two opportunities to join the MRSC Roster each year by May 1st to begin in June or December 1st to begin in January. By joining, the public agency agrees to exclusively use the rosters MRSC hosts and discontinue using any previously used rosters.

FISCAL IMPACT

Annual membership fee is \$275.00 which is based on the City's 5-year average capital expenditures (2016 – 2020 average is 6.1 million). This membership is included in the operating budget.

Fiscal Impact			
\$275.00			
Fund(s):	Professional Service		
Amount:	\$ 275.00	Project Estimate:	N/A
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends Council authorizing the Mayor to sign the annual contract with MRSC Rosters.

Committee/Board Recommendation:

Public Works Committee will have reviewed this at the April 8th meeting; however, the recommendation has not been made prior to the council packet deadline.

COUNCIL OPTIONS

1. Authorize the mayor to sign the MRSC Rosters Contract.
2. Do not authorize the mayor to sign the MRSC Rosters Contract and direct staff to areas of concern.

RECOMMENDED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN THE MRSC ROSTERS CONTRACT.



Washington Public Agency Contract Small Works, Consultant, and Vendor Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government (the "Public Agency"),

City of Stanwood.

1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters.
2. Scope of Services. MRSC shall host the entire Public Agency's individual Small Public Works Roster ("Small Works Roster"), individual Consultant Roster ("Consultant Roster"), and individual Vendor Roster ("Vendor Roster") (collectively "Rosters"). MRSC shall advertise at least annually for the Small Works Roster, Consultant Roster, and Vendor Roster in accordance with statutory requirements on behalf of the Public Agency. MRSC will assist small public works, consultant, and vendor business (collectively, "businesses") with roster registration throughout the year, receive applications, review applicant eligibility for compliance with basic statutory eligibility requirements, and maintain business applications in an online database.
3. Effective Date and Term. This Contract shall be effective in the year in which it is signed on either May 1 if signed prior to May 1 or December 1 if signed prior to December 1, for a period of one year.
4. Access to MRSC Rosters by Public Agency Prior to Legal Notice. As of the Contract effective date, the Public Agency may access the MRSC Rosters database at www.mrsicrosters.org by entering its account login information, as will be provided by MRSC. The Public Agency may search for and view business applications as of the effective date of the Contract, but it may not contact businesses about roster projects until after the legal notice is posted.
5. Notification of Transition to MRSC Rosters. As of the contract effective date, the Public Agency may begin notifying interested businesses that they may register with the Public Agency at any time in the MRSC Rosters, but that the Public Agency will not begin using the hosted rosters until after the legal notice is posted.
6. Roster Legal Notice. MRSC shall post the statutorily-required roster legal notice on behalf of the Public Agency in a newspaper of general circulation relative to the location of the Public Agency. The notice will occur the first Monday of January or June, or during the week of the first Monday of January or June for weekly newspapers.
7. Use of MRSC Rosters by Public Agency. As of the date of the applicable legal notice in January or June, all departments of the Public Agency will discontinue use of any previously-maintained rosters and begin using the MRSC Rosters exclusively when choosing to follow a roster contracting process, in accordance with the following statutory requirements:
 - (a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects in accordance with RCW 39.04.155, as now or hereafter amended. The Public Agency shall be responsible for its own and the selected businesses' compliance with all other laws and regulations governing public works contracting, including retainage and bonds, prevailing wages, and any other applicable requirements.
 - (b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects in accordance with the laws and ordinances applicable to the Public Agency, including Chapter 39.80 RCW when contracting for architectural and engineering services. The Public Agency shall be responsible for its own and the selected businesses' compliance with all laws and regulations governing the purchase of services.

(c) Vendor Roster. The Public Agency will use the Vendor Roster to select businesses to award contracts for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts in accordance with RCW 39.04.190, and any ordinances and other laws applicable to the Public Agency. The Public Agency shall be responsible for its own and the selected business' compliance with all laws governing such purchases.

8. Compensation of Businesses. The Public Agency shall be responsible for payments to any business that it selects as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

9. Annual Membership Fee. The Public Agency will pay MRSC an annual membership fee based on the five-year average of the Public Agency's total capital expenditures. Payment of the annual membership fee is due within thirty (30) days of the Contract effective date.

Based on the following Membership Fee Scale, the Public Agency will pay an annual membership fee of \$_____.

Total Capital Expenditures	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

10. Relationship of Parties. MRSC will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint ventures.

11. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses which the Public Agency may enter into as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

12. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, to the extent arising from any negligent act or omission of that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

13. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

14. Renewal. This Contract may be renewed annually by completing the online renewal process that includes confirming that the Public Agency will continue abiding by the terms outlined in this Contract and making payment within thirty (30) days from the effective date of either May 1 or December 1.

15. Non-assignment. MRSC shall contract with Strategies 360 for the hosting of the Public Agency rosters in the online database. MRSC shall not otherwise subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

16. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

17. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

18. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

19. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: City of Stanwood

Common Public Agency Name (if different): _____

Mailing Address: City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

County: Snohomish

Type of Public Agency: City

Website: www.stanwoodwa.org

Primary Contact:

Name: Kevin Hushagen
Title: Public Works Director
Email: kevin.hushagen@ci.stanwood.wa.us
Telephone: 360-629-9782
Facsimile: 360-629-0867

Additional Contact:

Name: Lisa Sokolik
Title: Public Works Administrative Assistant
Email: lisa.sokolik@ci.stanwood.wa.us
Telephone: 360-629-9781
Facsimile: 360-629-0867

20. Signatures. By signing this Contract, the Public Agency signatory below certifies that he/she has the authority to enter into this Contract on behalf of the entire Public Agency.

PUBLIC AGENCY

[Signature]

Mayor

[Title]

[Date]

MRSC

[Signature]

MRSC Rosters Manager

[Title]

[Date]



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: April 8, 2021

SUBJECT: Enhanced Service Facilities Interim Regulations

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Enhanced Service Facilities Interim Regulations Ordinance 1493B

PURPOSE

The purpose of this agenda item is for Council consideration of the second reading and final adoption of Ordinance 1493B to extend the interim zoning regulations prohibiting Enhanced Service Facilities (ESF) in the City of Stanwood for an additional six months.

SUMMARY

On October 15, 2020 the Stanwood City Council adopted interim zoning regulations prohibiting Enhanced Service Facilities (ESF) in the City. 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 on siting such facilities in the City. The council held a public hearing on the interim regulations on December 10, 2020 and the six-month interim regulations is set to expire on April 15, 2021.

The Planning Commission began working on the ESF regulations at their first meeting in January 2021 along with a review of the entire Stanwood Permitted Use Matrix. Due to the complexity of the issue, additional time is needed by the Planning Commission to finalize their review and forward a recommendation to the City Council on how best to regulate ESF's in the City of Stanwood.

BACKGROUND

The State of Washington regulates Enhanced Service Facilities per RCW 70.79. An Enhanced Service Facility is defined as a facility that provides support and services to persons for whom acute inpatient treatment is not medically necessary. These facilities serve individuals 18 years of age or older with (a) A behavioral health disorder; (b) an organic or traumatic brain injury; or (c) a cognitive impairment that results in symptoms or behaviors requiring supervision and support services.

Currently, the Stanwood Zoning Code does not provide a definition or zoning standards for ESF's. Under the existing code, an ESF would be considered an unclassified use subject to approval of the Community Development Director. Unclassified uses are reviewed against the following criteria:

Criteria for Unclassified Uses. In order to make a determination that an unclassified use is permitted, conditionally permitted, or accessory, the community development director must find that the use is:

- (a) In keeping with the purpose and intent of the zone and consistent with the Stanwood Comprehensive Plan policies; and
- (b) Similar in nature to, and no more intense than, a specifically listed permitted, conditional or accessory use.

To avoid potential applications for Enhanced Service Facilities under the unclassified use criteria, the Council adopted interim zoning regulations prohibiting ESF's for a period of six months to give the Planning Commission time to consider appropriate zoning controls.

ANALYSIS

The Planning Commission has been working on updating the City's permitted use matrix since January of 2021. This work includes evaluating zoning regulations for ESF's and other similar types of health care facilities.

At the January 25, 2021 Planning Commission meeting, the Commission was introduced to the topic and reviewed current city codes in relationship to the different types of housing and care facilities allowed within the city. In summary, city code is inconsistent and contradictory on how different types of housing and care facilities are regulated. To help better understand how best to address these inconsistencies, the Commission requested the following information:

- What types of facilities is the city required to allow by state law and which are optional?
- How much developable land remains in the city?
- What are the potential impacts on adjacent residential neighborhoods or businesses?
- Should these facilities be located next to other health care facilities and / or along transit lines?
- How does the floodplain regulations affect residential care facilities or homeless shelters, and should they be located in the floodplain?
- What is the impact of care facilities on city resources?

In February the Commission spent the majority of their meeting time reviewing staff's responses to these questions. In addition, staff has been working with the City Attorney on fully understanding the RCW's and WAC's regarding siting of ESF's which may require the city to allow them under certain circumstances. This information will be shared with Planning Commission in April.

Next steps include drafting the ordinance, conducting environmental review and holding hearings to gather public comments. These actions cannot be physically completed by April 15, 2021 and a time extension is necessary.

Fiscal Impact			
No direct financial impact. Staff continues to work on the draft regulations with the Planning Commission as part of the Community Development Department's 2021 work plan.			
Fund(s):	Staff Time		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends authorization of the second reading and final adoption of Ordinance 1493B with regards to extending the interim regulations.

Committee/Board Recommendation:

N/A; adoption of the interim regulations was an action of the City Council on October 15, 2020 and December 10, 2020.

CITY COUNCIL OPTIONS

1. Accept the second reading and adopt Ordinance 1493B, extending the Interim Enhanced Service Facilities Regulations for an additional six months to provide the Planning Commission time to hold a public hearing on the topic and to forward their recommendation to the City Council.
2. Do not adopt Ordinance 1493B.

PROPOSED MOTION

MOTION TO AUTHORIZE THE SECOND READING AND FINAL ADOPTION OF ORDINANCE 1493B AS SET FORTH IN ATTACHMENT "A" EXTENDING THE INTERIM ENHANCED SERVICE FACILITIES REGULATIONS FOR AN ADDITIONAL SIX MONTHS."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1493B

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, RENEWING THE ADOPTED INTERIM DEVELOPMENT REGULATIONS AMENDING TITLE 17 OF THE STANWOOD MUNICIPAL CODE TO PROHIBIT THE FILING OF APPLICATIONS FOR LICENSES, PERMITS AND APPROVALS FOR ANY ENHANCED SERVICES FACILITY OR COMPARABLE BUSINESS IN THE CITY FOR AN ADDITIONAL SIX MONTHS, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, chapter 70.97 RCW provides for the licensing, operations and management of Enhanced Service Facilities in the State of Washington; and

WHEREAS, according to section 70.97.010 RCW, Enhanced Service Facilities is defined as a facility that provides support and services to persons for whom acute inpatient treatment is not medically necessary; and

WHEREAS, the City Council understands that Enhanced Service Facilities are needed throughout the State of Washington, however without proper zoning controls, permitting of such a facility in the City of Stanwood could result in potential negative impacts on the community;

WHEREAS, on October 15, 2020 the Stanwood City Council adopted Ordinance 1493 prohibiting Enhanced Service Facilities in the City of Stanwood for six-months and setting the date of December 10, 2020 for the public hearing on the interim regulations; and

WHEREAS, the City Council held a public hearing on December 10, 2020 and after taking public testimony, continued the interim regulations prohibiting Enhanced Service Facilities in the City and directed the Planning Commission and City staff to evaluate and provide recommendations on appropriate regulations for siting of Enhanced Services Facilities and comparable businesses within the City; and

WHEREAS, Ordinance 1493 expires on April 15, 2021; and

WHEREAS, RCW 35A.63.220 and 36.70A.390 authorize the renewal of interim regulations for an addition six-month period; and

WHEREAS, the City of Stanwood's Planning Commission has held three meetings on the topic since January 2021 which included an initial review of the overall topic, evaluation of similar type uses in Stanwood and the surrounding area, and review

of the city's existing zoning code related to health care facilities; and

WHEREAS, additional time is needed for the Stanwood Planning Commission to evaluate appropriate zoning regulations regarding the placement of Enhanced Service Facilities in the city; and

WHEREAS, the City Council desires to extend the interim regulations on the acceptance of land use applications for Enhanced Services Facilities as defined in RCW 70.97.010 for an additional six months in order to preserve the status quo while the Planning Commission and the City Council evaluate and consider appropriate zoning regulations for Enhanced Services Facilities and comparable businesses within the City.

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

Section 1. Findings of Fact. The "whereas" recitals as listed above are adopted as findings of fact as if fully set forth herein.

Section 2. Duration. Ordinance 1493, Enhanced Service Facilities Interim Zoning Regulations, shall remain in full force and effect as adopted on October 15, 2020 and shall remain in effect until October 15, 2021, unless repealed, extended or modified by the City Council after subsequent public hearing pursuant to RCW 35A.63.220 of 36.70A.390.

Section 3. Work Plan Established. The Planning Commission, with the assistance of city staff shall, during the term of this ordinance extension, analyze appropriate zones and regulations to determine how best to regulate Enhanced Services Facilities. The Commission shall deliver their recommendations to the Stanwood City Council prior to the expiration of the moratorium herein.

Section 4. Severability - Construction. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Stanwood Municipal Code, the provisions of this ordinance shall control.

Section 5. Effective Date. This ordinance 1493B adopts Findings of Fact as was required when the Council approved Ordinance 1493 which took full force and effective upon immediately upon passage as it was approved by a majority plus one of the entire membership of the City Council, as required by RCW 35A.12.130.

PASSED AND APPROVED by the Stanwood City Council this 8th day of April 8, 2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

By: _____
Sara Robinson
City Clerk

APPROVED AS TO FORM:

By: _____
Brett Vinson, City Attorney

Date of Publication: _____
Effective Date: _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: April 8, 2021

SUBJECT: Second Reading and Adoption of Ordinance 1496 Repealing SMC 2.52

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A – Ordinance 1496 Repealing SMC 2.52
B – Sno-Isle Library Request

Resource Link: none

PURPOSE

The purpose for this agenda item is for Council consideration, the second reading and adoption of proposed Ordinance 1496 Repealing SMC 2.52 (See Attachment A).

BACKGROUND

The City received a request from the Sno-Isle Library District (See Attachment B) to dissolve the Stanwood Library Board created pursuant to Stanwood Municipal Code 2.52. At the Stanwood City Council meeting on February 25, 2021, the Council discussed the requested and directed staff to bring forward an ordinance repealing SMC 2.52. The Stanwood Library is located at 9701 271st Street NW in the City's Downtown Central District and is a popular destination and resource for all community members. Prior to 2015, the City of Stanwood and Snohomish County (later Sno-Isle) Library District contracted for library services and governance was adopted within Stanwood Municipal Code 2.52.

In 2015, Stanwood City voters approved annexation into the Snohomish County Library District and pay property taxes to the Library District directly rather than within the City of Stanwood property tax levy. After the passage of the ballot measure, the City and Library District entered into an annexation agreement, in 2016, primarily addressing the Library's location and use of the city owned facility on 271st Street.

ANALYSIS

Per SMC 2.52 the Stanwood Library Advisory Board was created to advise the City Council on the general supervision of the library facility and library programs but with the annexation, Sno-Isle Library handles oversight of these facility and programs. The Library

has proposed an annual update to the City Council on library programs, in lieu of a formal board.

There is no fiscal impact associated with the decision to dissolve the formal library board. The City would continue to maintain the building where the current Stanwood library is located.

Fiscal Impact			
There is no fiscal impact			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends authorization of the second reading and adoption of Ordinance 1496 to repeal SMC 2.52.

Committee/Board Recommendation: The Community Development Committee reviewed the Sno-Isle Library request on February 18, 2021 and supports the Library request to dissolve the formal board. The City Council reviewed the Sno-Isle Library request on February 25, 2021 and directed staff to bring forth an ordinance repealing SMC 2.52. The first reading of Ordinance 1496 was conducted on March 25, 2021

CITY COUNCIL OPTIONS

1. The Council may authorize the second reading and adoption of Ordinance 1496 Repealing SMC 2.52
2. The Council may not adopt Ordinance and direct staff to bring back alternate options for future Council consideration

PROPOSED MOTION

MOTION TO AUTHORIZE THE SECOND READING AND ADOPTION OF ORDINANCE 1496 REPEALING STANWOOD MUNICIPAL CODE 2.52 DISSOLVING THE STANWOOD LIBRARY BOARD

ORDINANCE NO. 1496

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
REPEALING CHAPTER 2.52 OF THE STANWOOD MUNICIPAL CODE**

WHEREAS, it is the intent of the City Council to maintain the Stanwood Municipal Code in a manner which keeps it current with city administrative policy and procedures; and

WHEREAS, Stanwood voters approved annexation into the Sno Isle Library District in 2015 and duties of the Library Board of Trustees have changed since its inception are no longer required; and

WHEREAS, the City Council wishes to amend SMC Title 2 to correspond with the facts represented in the aforementioned recitals.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF STANWOOD DO
ORDAIN AS FOLLOWS:**

Section 1. SMC Title 2 Amended. SMC Title 2 is hereby amended as presented in the underline and strikethrough font in Attachment A.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED by the City Council of the City of Stanwood and APPROVED by the Mayor this ____ day of March, 2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

APPROVED AS TO FORM:

Sara Robinson, City Clerk

Brett Vinson, City Attorney

Title 2
ADMINISTRATION AND PERSONNEL

Chapter 2.52
BOARD OF LIBRARY TRUSTEES

~~2.52.010 Establishment.~~

~~There shall be a board of library trustees for the city as provided by Chapter [27.12](#) RCW. The board shall consist of five trustees who shall be appointed by the mayor with the consent of the council.~~

~~(Ord. 1134 § 1, 2003; Ord. 402 § 1, 1973).~~

~~2.52.020 Term.~~

~~The term of each library trustee shall be five years. The term of each trustee shall commence on January 1st, and terminate on December 31st, of the fifth year thereafter. The city clerk shall maintain an accurate record of the appointment and tenure of each trustee. No person shall be appointed to the board for more than two consecutive terms. (Ord. 1134 § 1, 2003; Ord. 402 § 2, 1973).~~

~~2.52.030 Organization.~~

~~The trustees at the first meeting of each calendar year shall meet and organize by the election of such officers as they deem necessary. (Ord. 1134 § 1, 2003; Ord. 402 § 3, 1973).~~

~~2.52.040 Vacancies.~~

~~Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are chosen. (Ord. 1134 § 1, 2003; Ord. 402 § 4, 1973).~~

~~2.52.050 Compensation.~~

~~Repealed by Ord. 1134. (Ord. 402 § 5, 1973).~~

~~2.52.060 Removal.~~

~~A library trustee may be removed only by majority vote of the entire city council. (Ord. 1134 § 1, 2003; Ord. 402 § 6, 1973).~~

~~2.52.070 Duties and functions.~~

~~The library board is hereby declared to be an advisory board of the city of Stanwood whose duties shall be to advise and recommend to the mayor and city council in regards to the general supervision of the library facilities and programs in accordance with the contract for library service with the SnoIsle Regional Library System. (Ord. 1134 § 1, 2003; Ord. 402 § 7, 1973).~~

~~2.52.080 Use by nonresidents.~~

~~The Stanwood Community Library building was funded with liberal contributions of persons residing on Camano Island and rural northwest Snohomish County, and in grateful appreciation, the city shall never discriminate in any way against use of the~~

ATTACHMENT A

~~library facilities by nonresidents of the city. (Ord. 1134 § 1, 2003; Ord. 402 § 8, 1973).~~

~~**2.52.090 Rules and regulations.**~~

~~Repealed by Ord. 1134. (Ord. 402 § 9, 1973).~~



7312 35th Avenue NE • Marysville, WA 98271
360-651-7000 • 877-SNO-ISLE • sno-isle.org

2/8/2021

Dear Stanwood City Council Members;

This letter is a request that the Stanwood the City Council consider dissolving the local Stanwood Community Library Advisory Board. Over the past few years, it has become apparent that the functions and purpose of the local advisory board have become extraneous and are being replicated through other mechanisms in place in the community and within the library district. The board has traditionally served as a forum via which community members can provide feedback to the library and may advise library leadership on our service to community. These functions are also currently being replicated via the Stanwood Friends of the Library, the Sno-Isle Libraries Board of Trustees, and via direct contact of officials from the City of Stanwood and/or private citizens with the Stanwood Library manager.

Last year just before the onset of the Covid-19 pandemic, current advisory board president Dennis Myers submitted a letter to city administrator Jennifer Ferguson and Library Manager Charles Pratt outlining the above request for consideration expressed unanimously by the board. They ask again that the council consider this request; all board members are active members of the Friends of Stanwood Library, and all serve in similar leadership roles in that organization. If approved they will continue the work of being advocates and advising the library in that role.

Additionally, a dissolution of the board is in line with recent decisions of a similar nature made by multiple other community libraries and city councils in both Snohomish and Island counties. We appreciate that these boards have provided a valuable purpose that has been served. The Sno-Isle Libraries Board of Trustees is in place to address any library issues, comments, or suggestions. It is respectfully requested that the Stanwood Council consider a similar action. I am happy to make myself available for any questions council may have, or to participate in any conversations on this topic.

Regards,

Charles Pratt
Managing Librarian
Stanwood Library
9701 271st St NW
Stanwood, WA 98292-8097
360-629-3132 x5320
Fax: 360-629-3516
www.sno-isle.org



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: April 08, 2021

SUBJECT: Second Reading and Adoption of Ordinance 1497 Amending SMC Title 10

CONTACT PERSON: Rob Martin, Police Chief

ATTACHMENTS: A – Ordinance 1497, Amending SMC Title 10 – Vehicles and Traffic

PURPOSE

The purpose of this agenda item is for Council consideration, the second reading and adoption of proposed Ordinance 1497 amending Stanwood Municipal Code, Title 10 Vehicles and Traffic.

BACKGROUND

Washington Administrative Code 308-330-100 established the Model Traffic Ordinance by which municipalities can adopt by reference state traffic statutes. Municipalities can adopt Revised Code of Washington Title 46 in its entirety or select individual statutes. Stanwood adopted individual state traffic statutes, and supplemented SMC Title 10 with municipal codes to address issues specific to the community. Staff was asked to review Stanwood Municipal Code Chapter 10.46 Stopping, Standing and Parking. More specifically, we looked at 10.46.090 Storage, display and overtime parking.

ANALYSIS

During a review of the city's traffic statutes, staff found several conflicts between our local code and state codes. To correct these inconsistencies, staff is recommending several amendments to SMC Title 10. These amendments include adding language which incorporates future changes or amendments to state traffic statutes. Additionally, staff is recommending adding sections of the Revised Code of Washington to the list of traffic statutes adopted through the Model Traffic Ordinance.

Proposed Code Amendments:

Statute	Title	Explanation
SMC 10.08.010	Statutes designated	The general rule is that a statute (<i>or</i> regulation, etc.) adopted by reference remains unchanged after it is adopted, even though the statute itself may be later amended. This general rule does not apply, however, if the statute authorizing adoption by reference also allows for future amendments of the referenced material to be automatically adopted.
SMC 10.08.040	Adoption of state traffic statute – Criminal offenses	
SMC 10.08.080	Adoption of state statutes regulating disposition of traffic infractions	
SMC 10.46.090	Storage, display and overtime parking	This SMC lists parking in excess of 72 hours as a violation. It is vague and open for interpretation. We would like to add language which addresses the issue of re-parking in the same area to avoid penalty.
RCW 46.20.075	Intermediate license	This RCW is specific to teenaged driver's operating under an intermediate license. Among the violations of an intermediate license is using a wireless communications device while operating a vehicle.
RCW 46.61.672	Using a personal electronic device while driving	SMC Title 10 does not address the use of a personal electronic device. Adopting this RCW under the Model Traffic Ordinance would resolve the issue.
RCW 46.61.673	Dangerously distracted driving	This is a secondary offense that can be added when a driver's action clearly indicates a distraction inside the vehicle, but police are unable to show they were using a personal electronic device. \$99 fine SMC 10.08.20 addresses inattentive driving as a violation. It is similar to dangerously distracted driving and is also a secondary offense. \$250 fine

Fiscal Impact			
N/A			
Fund(s):			
Amount:	\$ 0.00	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

1. Authorize the second reading and adoption of Ordinance 1497 amending SMC Title 10.
2. The Council may not adopt Ordinance and direct staff to bring back alternate options for future Council consideration

Committee/Board Recommendation:

The Public Safety Committee's September 2020 meeting included a briefing on the proposed amendments to SMC Title 10. At that meeting the Committee recommended forwarding the code amendment to the full council for adoption. The first reading of Ordinance 1496 was conducted on March 25, 2021

CITY COUNCIL OPTIONS

1. Authorize the second reading and adoption of Ordinance 1497 amending SMC Title 10.
2. The Council may not adopt Ordinance and direct staff to bring back alternate options for future Council consideration

PROPOSED MOTION

MOTION TO AUTHORIZE THE SECOND READING AND ADOPTION OF ORDINANCE 1497 AMENDING TITLE 10 OF THE STANWOOD MUNICIPAL CODE, VEHICLES AND TRAFFIC.

**CITY OF STANWOOD
Stanwood, Washington**

ORDINANCE 1497

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
RELATING TO CERTAIN CHAPTERS WITHIN TITLE 10
ENTITLED “VEHICLES AND TRAFFIC” AND PROVIDING FOR
SEVERABILITY**

WHEREAS, there are certain laws related to vehicles and traffic set forth in the Revised Code of Washington that have not been adopted by reference by the City; and

WHEREAS, City desires to update certain sections of Title 10 entitled “Vehicles and Traffic” to provide clarity, consistency, and to ensure that any future changes to the provisions adopted by reference in state law are automatically updated by the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 10.08 entitled “Statutes Designated” is hereby amended to read as follows:

(1) The following state traffic statutes, including all future additions, amendments and repeals therefor, are hereby adopted by this reference, as if set forth in full.

(a) RCW

46.12.101

(2) & (5) Transfer of ownership, how perfected.

(b) RCW

46.16.010 Licenses and plates required Exceptions.

46.16.065 Small trailer license fee Conditions.

46.16.135 Monthly tonnage license – Penalty.

46.16.140 Over licensed capacity.

46.16.145 Over licensed capacity – 2nd offense.

46.16.145 Over Licensed capacity – 3rd offense.

46.16.170 Improper gross weight signs/no signs.

46.16.240 Attachment of plates to vehicles violations enumerated.

46.16.260 License registration certificate/ maximum gross weight license – Signature required – Carried in vehicle – Penalty – Inspection – Exceptions.

46.16.381 License plates, cards, and decals for certain disabled persons – Qualifications – Transfer of vehicle – Fees – Rules – Violations, penalties and defense.

46.16.505 Campers – License and plates – Application – Fees.

(c) RCW

46.20 Possession of suspended/ cancelled/revoked license.

46.20.041 Physically or mentally disabled persons – Procedure – Restrictions – Violations – Penalty.

46.20.055 Instruction permits end temporary licenses.

46.20.075 Intermediate license

46.20.190 License to be in immediate possession and displayed on demand.

46.20.205 Failure to notify DOL of new address in required time.

46.20.343 Unlawful to allow unauthorized minor child or ward to drive.

46.20.344 Unlawful to allow unauthorized person to drive.

46.20.500 Special endorsement for motorcycle operator's license – Moped exception.

(d) RCW

46.30.020 No vehicle insurance.

46.30.040.1 No insurance ID card.

(e) RCW

46.32.060 Moving defective vehicle unlawful (authority to impound).

(f) RCW

46.37.010 Scope en effect of regulations – General penalty.

46.37.020 When lighted lamps and signaling devices are required.

46.37.070 Stop lamps and turn signals required.

46.37.090

A and B Additional equipment required on certain vehicles.

46.37.100 Equipment violation/lamps wrong color.

46.37.110 Reflectors/clearance/marker lamps not mounted properly.

46.37.140 Lamps, reflectors, and flags on projecting load.

46.37.180 Spot lamps and auxiliary lamps.

46.37.190 Red lights on emergency vehicles, school buses, private carrier buses – Colored lights and sirens on emergency and law enforcement vehicles – Driver's duty to yield and atop.

46.37.230 Use of multiple-beam road lighting equipment.

46.37.340 Defective braking equipment.

46.37.351 Brakes on commercial equipment required.

46.37.360 Improper maintenance of brakes

46.37.369 Defective equipment/wheels/ front suspension.

46.37.375 Defective steering.

46.37.380 No horn or warning device.

46.37.390 Mufflers, prevention of noise – Smoke and air contaminants – Standards – Definitions.

46.37.400 Equipment violation/mirrors.

46.37.410 Equipment violation/wipers/ windshield obstruction.

46.37.420 Restrictions as to tire equipment.

46.37.425 Authority of state commission on equipment with reference to tires – Rules and regulations – Penalty.

46.37.430 Illegally tinted windows.

46.37.440 Fail to carry flares/warning devices.

46.37.450 Fail to display warning devices (disabled vehicles).

46.37.465 Improper fuel system safety requirements.

46.37.480 Television viewers and earphones.

46.37.490 Safety load chains end devices required.

46.37.500 Splash guards required.

46.37.513 Bumpers required.

46.37.517 Sharp protrusions/body hardware.

46.37.522 Motorcycles and motor-driven cycles – When head lamps and tail lamps to be lighted.

46.37.530 Motorcycle helmet requirement.

46.37.535 Motorcycle helmet requirement.

(g) RCW

46.44.010 Exceeding legal width.

46.44.020 Exceeding legal height.

46.44.030 Exceeding legal length.

46.44.034 Maximum length front/rear protrusions.

46.44.036 Combinations of units/exceeds limits.

46.44.037 Unlawful combination of units.

46.44.038 Permit required to exceed width/ height/length restrictions.

46.44.041 Exceeding maximum gross weight/axle.

46.44.041A Exceeding maximum gross weight/axle 2nd violation.

46.44.041A Exceeding maximum gross weight/axle 3rd violation.

46.44.042 Maximum gross weight/tire factor.

46.44.041A Maximum gross weight/tire factor 2nd violation.

46.44.042b Maximum gross weight/tire factor 3rd violation.

46.44.047 Log truck exceeding legal weight/log tolerance.

46.44.050 Wheelbase under minimum length.

46.44.060 Excess load limit/passenger vehicle.

46.44.070 Drawbar requirements – Trailer whipping or weaving – Towing flag.

46.44.080 Violation of emergency road restrictions/road closure.

46.44.090 Special permit violations/ oversize/overweight.

46.44.091 Exceeding gross weight special permit.

46.44.095 Violation of additional tonnage permits.
46.44.100 Failure to weigh where required by law.
46.44.105 Refusal to submit to weighing.
46.44.105a Over legal load.
46.44.105b Over legal load – 2nd violation.
46.44.105c Over legal load – 3rd violation.
46.44.105d Violation of any posted limitation on highway or section of highway.

(h) RCW

46.52.030 Accident reports.
46.52.088 Reports – False information.

(i) RCW

46.61.050 Obedience to and required traffic-control devices.
46.61.060 Pedestrian control signals.
46.61.080 Interference with official traffic-control devices or railroad signs or signals.
46.61.100 Drive on right side of roadway Exceptions
46.61.110 Overtaking a vehicle on the left.
46.61.115 When overtaking on the right is permitted.
46.61.120 Limitations on overtaking on the left.
46.61.125 Further limitations on driving to left of center of roadway.
46.61.135 One-way roadways and rotary traffic island.
46.61.140 Driving on roadways laned for traffic.
46.61.145 Following too closely.
46.61.150 Driving on divided highways.
46.61.160 Restrictions on limited access highways.
46.61.180 Vehicle approaching intersection.
46.61.190 Vehicle entering stop or yield intersection.

46.61.195 Arterial highways designated – Stopping or entering.

46.61.205 Vehicle entering highway from private road or driveway.

46.61.210 Operation of vehicles on approach of authorized emergency vehicles.

46.61.235 Pedestrians' right of way in crosswalks.

46.61.250 Pedestrians on roadways.

46.61.255 Hitchhiking (in restricted area) limited access highway.

46.61.266 Pedestrians under the influence of alcohol or drugs.

46.61.290 Required position and method of turning at intersection.

46.61.295“U” turns.

46.61.300 Starting parked vehicle.

46.61.305 Turning, stopping, moving right or left – Signals required – Improper use prohibited.

46.61.310 Signals by hand and arm or signal lamps.

46.61.340 Failure to stop at railroad on approach of train.

46.61.365 Emerging from alley, driveway, or building.

46.61.370 Overtaking and passing school bus.

46.61.385 School patrol – Appointment – Authority – Finance – Insurance.

46.61.400 Basic rule and maximum limits.

46.61.425 Minimum speed regulation – Passing slow moving vehicle.

46.61.519 Alcoholic beverages – Drinking or open container in vehicle on highway – Exceptions.

46.61.5195 Disguising alcoholic beverage container.

46.61.560 Parking on roadway.

46.61.570 Stopping, standing, or parking prohibited in specified places – Reserving portion of highway prohibited.

46.61.600 Failure to secure parked vehicle (runaway).

46.61.605 Illegal backing.

46.61.610 Riding on motorcycles.

46.61.611 Riding on motorcycles – Maximum height or handlebars.

46.61.612 Riding on motorcycles – Both feet not to be on same side.

46.61.615 Obstructions to driver's view or driving mechanism.

46.61.625 Riding in trailers.

46.61.635 Following or parking within 500 feet of fire apparatus on emergency.

46.61.640 Crossing fire hose.

46.61.645 Throwing or depositing glass, etc., on highway prohibited – Removal.

46.61.655 Permitting escape of load materials.

46.61.660 Carrying persons or animals on outside part of vehicle.

46.61.670 Driving with wheels off roadway.

46.61.672 Using a personal electronic device while driving

46.61.673 Dangerously distracted driving

46.61.725 Clinging to vehicles.

46.61.687 Child passenger restraint required – Conditions – Penalty for violation – Dismissal – Noncompliance not negligence.

46.61.688 Safety belts – Use required – Penalties – Exemptions.

(j) RCW 46.70 Motorcycle helmet requirement.

(k) RCW 46.90.545 Bicycles – Obedience to traffic-control devices.

(2) Failure to perform any act required or the performance of any act prohibited in this section is designated as a traffic infraction and shall be punished by a monetary penalty of not more than \$250.00.

Section 2. Stanwood Municipal Code chapter 10.08.040 entitled “Adoption of state traffic statute – Criminal offenses” is hereby amended to read as follows:

10.08.040 Adoption of state traffic statute – Criminal offenses.

The following state traffic statute, **including all future additions, amendments and repeals thereof is are** hereby adopted by reference, as if set forth in full:

RCW

46.61.525 Operating motor vehicle in a negligent manner – Penalty – Exception.

Section 3. Stanwood Municipal Code chapter 10.08.080 entitled “Adoption of state statutes regulating disposition of traffic infractions” is hereby amended to read as follows:

10.08.080 Adoption of state statutes regulating disposition of traffic infractions.

The following state statutes regulating the disposition of traffic infractions, including all future additions, amendments and repeals thereof are hereby adopted by reference, as if set forth in full:

- (1) RCW 46.63.030 – Notice of traffic infraction – Issuance.
- (2) RCW 46.63.060 – Notice of traffic infraction – Determination final unless contested – Form. (Effective until July 1, 1984).
- (3) RCW 46.63.060 – Notice of traffic infraction – Determination final unless contested – Form. (Effective July 1, 1984).
- (4) RCW 46.63.070 – Response to notice of traffic infraction – Contesting determination – Hearing – Failure to respond or appear. (Effective July 1, 1984).
- (5) RCW 46.63.070 – Response to notice of traffic infraction – Contesting determination – Hearing – Failure to respond or appear. (Effective July 1, 1984).

Section 4. Stanwood Municipal Code chapter 10.46.090 entitled “Storage, display and overtime parking” is hereby amended to read as follows:

10.46.90 Storage, display and overtime parking.

A. Time Restriction—No Repark. The parking or storage of any vehicle, trailer, camper, motor home or over-sized vehicle in the same parking location on a street in excess of seventy-two consecutive hours without movement shall be unlawful. If any time after the initial seventy-two consecutive hour period the vehicle is still parked in the same location on the street in violation of the seventy-two consecutive hours parking restriction and is then re-parked on the street within the same block for any period of time up to twenty-four hours, it shall be considered to be parked in the same location within the street and therefore still in violation of the seventy-two consecutive hours parking restriction.

B. No person shall use the city street, right-of- way, alley or parking area:

~~(1) For parking in excess of 72 hours;~~

~~(2)~~⁽¹⁾ For the purpose of storage, display, sale or abandonment of any type vehicle, including farm vehicles;

~~(3)~~⁽²⁾ In violation of any posted sign or painted curb;

~~(4)~~⁽³⁾ To place, or allow to remain, any object or equipment.

Section 5. Severability. If any clause, sentence, paragraph, section or part of this Ordinance of Plan adopted herein, or their application to any person or circumstance is held to be invalid or unconstitutional by a court of competent jurisdiction, such order or judgment shall not affect the validity or constitutionality of the remainder of any part of this Ordinance or Plan. To this end,

provisions of each clause, sentence, paragraph, section or part of this Ordinance and Plan are declared severable.

Section 6. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and APPROVED by the Mayor this 8th day of April 2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

By: _____
Sara Robinson, City Clerk

APPROVED AS TO FORM:

Brett Vinson, City Attorney

Date of Publication: _____

Effective Date: _____