

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, April 22, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, April 22, 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. **STAFF REPORTS**
 - a. Police Compstat Report – March 2021 5-1
6. **COMMITTEE REPORTS**
 - a. Community Development Committee Meeting Minutes – March 11, 2021 6-1
 - b. Planning Commission Meeting Minutes – February 22, 2021 6-3
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 7-1
 - b. Approve April 08, 2021 Regular City Council Meeting Minutes 7-6
 - c. Approve April 08, 2021 Special Workshop Meeting Minutes 7-11
8. **OLD BUSINESS**
 - a. Civic Campus Discussion 8-1
9. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

May 13, 2021 Regular Meeting
May 13, 2021 Special Workshop Meeting
May 27, 2021 Regular Meeting
June 10, 2021 Regular Meeting
June 24, 2021 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a
DATE: April 08, 2021
SUBJECT: Police Compstat Report
CONTACT PERSON: Chief Rob Martin
ATTACHMENTS: A - March 2021 Compstat Report

SUMMARY STATEMENT

Attached is the March 2021 Compstat Report for council review.

Stanwood Police Department

March 2021

Administrative Personnel

Chief Rob Martin
Sergeant Karl Gilje
Amanda Slattery – Stanwood City Employee
Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	6	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	March 2021	Year to Date 2021	March 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	1	2	1	2
Robbery	0	0	0	0
Assault	3	9	1	15
Burglary	0	0	2	4
Larceny	7	19	9	20
Motor Vehicle Theft	1	3	3	4
General	March 2021	Year to Date 2021	March 2020	Year to Date 2020
Calls for Service (Incidents)	838	2295	762	2523
Case Reports	48	142	43	149
Traffic Collisions	7	19	3	20
Arrests (Adult/Juvenile)	21	36	9	49
Drug Arrests	0	0	0	2
Warrant Arrests	4	11	0	6
Impaired Driving Arrests	2	6	0	3
Infractions Issued	23	42	7	32
Public Disclosure Requests	31	79	34	123
Concealed Pistol Licenses Issued	78	173	35	96
Pistol Transfer Checks	69	140	46	107
Fingerprinting & Approx. timeframe	37=9.25 hrs	78=19.5 hrs	13=3.25 hrs	77=19.25

City Collisions for March Totals: 7					
Date	Case Number	Location	H & R Injured		
3/10/2021	2021-1699	9300 Block of SR 532		x	Inattentive/Failure to Stop
3/14/2021	2021-1819	8000 Block of 284th St NW			Driving too fast for conditions
3/15/2021	2021-1826	8800 Block of 271st St NW	x		single vehicle hit & run into fire hydrant
3/17/2021	2021-1874	7100 Block of SR 532			Inattentive/Failure to Stop
3/18/2021	2021-1887	8800 Block 268th ST NW	x		Hit and Run suspect was located
3/18/2021	2021-1891	26600 Block 72nd AVE NW			Inattentive parking
3/20/2021	2021-1960	10000 Block 276th ST NW			Inattentive/Failure to Stop

Stanwood School Dist. Resource Officer (SRO) Activity Report

No Report

Stanwood Police Department

Detective Report

March 2021 Newsletter

March 2021



Stanwood Case 2021-1601 Vehicle Theft/Identity Theft

On 03-06-2021 Deputy Scott responded to an apartment complex in Stanwood and contacted a victim whose car was stolen sometime during the preceding two days. The victim left a wallet in the car and discovered unauthorized charges on his debit card at several businesses near the Arlington Motor Inn.

On 03-14-2021 Arlington Police found the victim's car parked behind the Arlington Motor Inn.

Detective Martin collected video from the Arlington Motor Inn showing a lone subject arriving and parking the stolen car behind the hotel on 03-05-2021.

Video from a nearby gas station showed the subject talking on a cell phone as he walked along State Route 530, minutes after dumping the stolen car. A blue car arrived in the area and followed the subject as he disappeared behind an espresso stand. The subject did not reappear in the video suggesting he got into the blue car.

The blue car was last seen traveling westbound on State Route 530.



Update Stanwood Case 2021-0745 Organized Retail Theft



On 03-11-2021 Deputy Chitwood and Detective Martin attempted contact with the female suspect at her apartment in Marysville. Neighbors reported the woman was home, but she did not respond to knocking on her apartment door.

The charge of Organized Retail Theft has been referred to the Prosecutor's Office.



Stanwood Case 2021-981 Forgery/Identity Theft



Detective Martin received suspect images from BECU in response to a search warrant. The images showed two male subjects associated with the forged check transactions. Both males were wearing hooded sweatshirts and masks.

Images of the suspects were sent to area law enforcement agencies.

A follow up interview with the victim revealed he willingly provided his account access information to an unknown person after he was contacted on Snapchat. The person suggested the victim would be given a portion of funds deposited into his account if he gave access to his account. The victim deleted his Snapchat account and no longer has the communication related to the scheme.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: April 22, 2021
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – March 11, 2021 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the March 11, 2021 Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee Meeting Minutes March 11, 2021

Call to Order 6:01pm

Councilmembers Present: Tim Pearce, Sid Roberts

Staff Present: Patricia Love, Sara Robinson, Amy Rusko

Also Present: Tim Schmidt

Absent: Judy Williams

Agenda Items:

1. Stanwood Port Susan Trail Update
2. City Beautification Action Plan Update
3. SR 532 Traffic Analysis Update

-
1. Stanwood Port Susan Trail Update: The design and permitting of the Stanwood – Port Susan trail Phase 2 segment is in our 2021 work plan. Our goal is to design and construct a 6-10 foot wide pedestrian trail that starts at the 88th Avenue park and ride lot, connects to the SR 532 Berm that was recently constructed, loops the water treatment plant, passes through Hamilton Landing Park and connects to the Stillaguamish River overlook platform behind Mission Motors that was built and donated to the City by a local Eagle Scout.

- Committee discussed and are supportive of the trail design and excited to see it get constructed and completed.

2. City Beautification Action Plan Update: On December 10, 2020 the Stanwood City Council approved Resolution 2020-14 formally adopting the 2021-2026 City Beautification Action Plan and directed staff to begin implementation of the 2021 - 2022 capital project list. The 2021 budget includes six projects.

- Committee discussed and are supportive of the upcoming Beautification Plans.

3. SR 532 Traffic Analysis Update: The City has been working with WSDOT on how best to improve the flow of traffic on SR 532 while maintaining access into the downtown area. Some of the concepts discussed is the use of roundabouts, limiting left turning movements, and potentially building a SR 532 bypass road.

- Committee discussed and appreciate the work done on this.

Meeting ended at: 6:52 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b
DATE: April 22, 2021
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – February 22, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the February 22, 2021 Planning Commission Meeting are attached to this staff report for approval as presented



Planning Commission
Meeting Minutes
February 22, 2021

Call to Order 6:30 pm

Roll Call

Present: Marcus Metz
Larry Sather
Monae Birkhofer
Patrick Hosterman
Cody Davis
Justin Burns

Staff Present: Amy Rusko
Tansy Schroeder
Amy Bergemeier
Sara Robinson

Absent:

Also known to be present:
Joe Sievers, David Corser

Approval of Minutes:

The Minutes of the February 8th, 2021 Planning Commission Meeting were approved as presented with a motion by Larry Sather and a second by Patrick Hosterman.

New Business:

Public Meeting – Creekside Apartments Phase III

Senior Planner, Amy Rusko, presented the information on this project.

This project is for the Creekside Apartment and proposes the development of a 60-unit multi-family apartment complex consisting of four new buildings, new surface parking for 90 vehicles, small recreational spaces, expansion of the existing stormwater detention pond, installation of an additional water quality treatment vault, a sewage pump station, utility services for each new building, and landscaping throughout the site. Recreational areas include a new five-foot wide trail that will provide public access along the shoreline, wetland viewpoints, sitting areas, p-patch gardens and a putting green complex.

The applicant has submitted for a Type II – Shoreline Substantial Development permit. The notice of application was issued pursuant to SMC 17.81B.225 and SMC 17.150.074, the community development director is responsible for the permit decision and the decision will be appealable to the shorelines hearing board.

Stanwood Municipal Code 17.80.033 states the community development department shall apprise the planning commission of the general intent of a project of this type and collect comments from the commission members. These comments will be considered by the Community Development Director prior to issuing a decision.

The application was submitted on January 20, 2021 and January 27, 2021. The application was deemed complete on February 2, 2021. The Notice of Application and Notice of Public Meeting was published in the newspaper, posted at the required sites, mailed, and posted on the city's website on February 9, 2021. The Notice of Application comment period ends on March 12, 2021. A shoreline permit requires a 30-day notice of application comment period.



Planning Commission
Meeting Minutes
February 22, 2021

The submittal is under agency review and the city will issue a SEPA Decision and provide comments to the applicant as part of the review process.

- Applicant, Joe Sievers, spoke regarding the project and added that his intent is to copy as close as possible what was done on the previous project that was done in 2018. The Archeological survey was just finished, and he will send the results in next week to the city. He's also in touch with the golf coach at the Stanwood high school and is looking forward to perhaps allowing the high school team to come down to practice.
- Commissioner Hosterman asked if the pond depicted in the plans is the one that is currently at the location.
- Commissioner Birkhofer asked about the parking for the new complexes. She noticed with the parking lot set up for 90 new spots, it seems like it isn't enough. Her understanding is the standard is 2 cars per household which would make the need to have 120 spots. If that is the case, what is the plan to handle the overflow of the extra vehicles? Senior Planner, Amy Rusko, replied that, yes there was a traffic study. The study addressed the parking and we are waiting to go over the full report. The parking study looked at the current status and what the extra housing will add for parking needs. The summary seems to be that the need for parking for this complex isn't necessarily 2 per household. The current complex in place doesn't use all the parking spots currently available. Commissioner Birkhofer asked if the study will be shared with the commission. Senior Planner, Rusko said yes, they can provide the review with them, but wanted to make it clear it is not a voting issue by the commission. Staff certainly doesn't mind feedback from them, but the decisions are an administrative one.
- The applicant, Joe Sievers, provided more information regarding the project. He said they are planning on maximizing the parking as much as possible using the parking study they found that 90 spots should be enough. He's also trying to plan for possibly having electric vehicle parking. He followed that the parking study done was very in depth and thorough.
- Commissioner Hosterman asked about the wetlands area. Is it going to be fenced off? Mr. Sievers said yes, it will be fenced off and he's working with the City and the Dept. of Ecology to make sure it's secure and compliant.
- Commissioner Davis asked if the trail is going to be for Public use as well? What about the putting green? Applicant, Mr. Sievers, said the trail is going to be open to the public and he's still deciding on the putting green. He is open to having it open to the public possibly.
- Commissioner Metz asked the what the development standards are based on as far as the amount of people per residence? Senior Planner, Rusko, said city code has it listed that 1 bedroom equals 2 people, 2 bedrooms equal 3.5 people, 3 bedrooms equal 4.5 people and 4 bedrooms equals 5.5 people.

Public Comments:

- Snohomish County Public Works Department commented that the project does not impact any county capital improvement projects or county roads with additional traffic impacts. No mitigation or offer is required for this development.



Planning Commission
Meeting Minutes
February 22, 2021

- The Stillaguamish Tribe of Indians requested an archaeological survey for the project, due to landform and proximity to other cultural resources. They also requested notification of any archaeological field work and ground disturbances for the project.
- David Corser was a Public Attendee at tonight's meeting, and he wants to be a party of interest/record. His big concern is the excess traffic that may result from the addition of more apartment complexes. He is also concerned about the lack of playground areas available to the future residents. Senior Planner, Rusko, will include him as a party of record regarding this project and she will pass the concerns along to the owner/applicant. She also stated that as long as the applicant meets the codes/requirements by the city, it is ultimately up to the applicant as to what items they want to add as far as "accessory items". If they want to add a playground or putting green it is up to them. It is not the project owner's responsibility to add or change the intersection where the complex meets the Pioneer Highway or 72nd Ave. With the traffic study, it showed there isn't a lot of traffic at one time at the intersection of Pioneer hwy. or 72nd Ave for the need to change the intersection.

Old Business:

Planning Commission Rules of Procedure:

At the last Planning Commission meeting the Commission agreed to eliminate the second meeting of the month. The change was requested by staff to allow enough time to manage the current workload and to provide enough time to properly evaluate proposed code and comprehensive plan amendments. Changing the Planning Commission's schedule requires a minor amendment to the adopted Rules of Procedure.

Article V – Meetings was changed to reflect one meeting of the month: 2nd Monday of each month as the Commission's regularly scheduled meeting. As discussed at the meeting, there may be times when a second meeting may be necessary. If so, the special meetings provision would be used. Below is the proposed language for consideration.

ARTICLE V – MEETINGS

All Planning Commission meetings shall comply with the requirements of the Open Public Meetings Act (Chapter 42.30 RCW). All meetings shall be noticed and open to the public.

SECTION 1: SCHEDULE

The Planning Commission shall hold regular meetings according to the following schedule:

The second and Fourth Monday of each month shall be designated as the Commission's regularly scheduled meeting. The meetings shall begin at 6:30 p.m. unless modified. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Monday, unless a majority of the Commission votes to select another day or to cancel the meeting.



Planning Commission
Meeting Minutes
February 22, 2021

Special meetings may be held by the Commission subject to notice requirements prescribed by State law. Special meetings may be called by the Chair of the Commission, the City Council or Mayor, City Administrator or designee, or by the written request of any three (3) Commissioners by written notice emailed or delivered to each member of the Commission at least 24 hours before the time specified for the proposed meeting.

Any Planning Commission meeting may be canceled by a majority vote or consensus of the Commission. The Chair or Vice Chair may cancel a Planning Commission meeting for lack of agenda items or a quorum.

The Commission Members Vote on Adoption of the Revised Rules of Procedures:

Marcus Metz – Yes

Monae Birkhofer – Yes

Patrick Hosterman – Yes

Justin Burns – Yes

Larry Sather – Yes

Cody Davis - Yes

All in favor, passed unanimously.

Miscellaneous Business: N/A

Recent Council Action on Commission Items:

- Comprehensive Plan Update- The Council adopted the updates on Feb. 11th, 2021, and they are now in affect as of today, Feb. 22, 2021.

Upcoming Items:

- Bringing back the residential permit matrix for discussion.

A motion to adjourn was made by Larry Sather and seconded by Patrick Hosterman.

Adjourn: 7:26 pm

Amy Bergemeier, Administrative Assistant



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: April 22, 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 33833 through 33879 and Washington Federal Bank electronic funds transfers in the amount of \$654,956.65. Approve issuance of Washington Federal Bank payroll checks 1849 through 1858 and Washington Federal Bank electronic payroll funds transfers in the amount of \$321,729.62.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 33833 THROUGH 33879 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$654,956.65. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1849 THROUGH 1858 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS IN THE AMOUNT OF \$321,729.62.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 10:15:14 Date: 04/14/2021

03/31/2021 To: 04/13/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1290	03/31/2021	Claims	3	EFT	US Bank	5,865.76	4485-5945-5564-1495
1291	03/31/2021	Claims	3	33833	APP- Associated Petroleum Products	2,360.88	04-0100494
1292	03/31/2021	Claims	3	33834	Confluence Environmental Company, Inc	14,263.90	City Of Stanwood
1293	03/31/2021	Claims	3	33835	Cuz Concrete Products Inc	91.73	STA293
1294	03/31/2021	Claims	3	33836	Daily Journal Of Commerce Inc	325.85	3941
1295	03/31/2021	Claims	3	33837	Office Depot	87.89	36274097
1296	03/31/2021	Claims	3	33838	PUD Of Snohomish County *	2,072.91	200633634; 200128742
1297	03/31/2021	Claims	3	33839	Pace Engineers, Inc	17,827.75	City Of Stanwood; City Of Stanwood; City Of Stawood; City Of Stanwood
1298	03/31/2021	Claims	3	33840	RH2 Engineering Inc	20,648.62	City Of Stanwood
1299	03/31/2021	Claims	3	33841	Refund - Will & Clara Bothel	163.34	Ref Will & Clara Bothel Utility 2364 Overpayment At Closing
1300	03/31/2021	Claims	3	33842	Sno Co District Court	457.08	DCT34003
1301	03/31/2021	Claims	3	33843	Sno Co Sheriffs Office *	156,723.75	SSH00001
1302	03/31/2021	Claims	3	33844	Snohomish County Treasurer	1.59	City Of Stanwood
1303	03/31/2021	Claims	3	33845	Springbrook Holding Company	20,967.71	City Of Stanwood
1304	03/31/2021	Claims	3	33846	T-Bailey, Inc	114,622.18	City Of Stanwood
1305	03/31/2021	Claims	3	33847	Taylor's Excavators Inc	233,988.01	City Of Stanwood
1306	03/31/2021	Claims	3	33848	USA Bluebook	445.59	478228; 478228
1307	03/31/2021	Claims	3	33849	Unum Life Insurance	88.40	City Of Stanwood
1308	03/31/2021	Claims	3	33850	WA St Treasurer	200.66	City Of Stanwood
1309	03/31/2021	Claims	3	33851	Washington State Patrol *	662.50	STA301
1310	03/31/2021	Claims	3	33852	Weed, Graafstra & Associates, Inc., P.S	9,931.00	3868-0000M
1437	04/07/2021	Claims	3	33853	Builders Exchange of Washington Inc	101.55	City Of Stanwood
1438	04/07/2021	Claims	3	33854	Cascade Natural Gas Corp	95.06	127 540 0000 3; 931 607 9072 6; 953 540 0000 2
1439	04/07/2021	Claims	3	33855	The Daily Herald	198.14	DH-12120787
1440	04/07/2021	Claims	3	33856	Daily Journal Of Commerce Inc	325.85	3941
1441	04/07/2021	Claims	3	33857	ICONIX Waterworks (US) Inc.	3,686.14	CITSTA; CITSTA
1442	04/07/2021	Claims	3	33858	Mackenzie	15,829.50	City Of Stanwood
1443	04/07/2021	Claims	3	33859	Motor Trucks International	1,584.88	City Of Stanwood
1444	04/07/2021	Claims	3	33860	National Barricade Co LLC	89.60	STP
1445	04/07/2021	Claims	3	33861	National Safety, Inc.	144.85	20-STACIT
1446	04/07/2021	Claims	3	33862	Office Depot	350.80	36274097; 36274097; 36274097; 36274097
1447	04/07/2021	Claims	3	33863	PUD Of Snohomish County *	781.11	200103539; 202423729; 201942398; 200738672
1448	04/07/2021	Claims	3	33864	Pace Engineers, Inc	11,765.24	City Of Stanwood
1449	04/07/2021	Claims	3	33865	Pape' Machinery	67.20	6109854; 6109854
1450	04/07/2021	Claims	3	33866	Pitney Bowes Inc- Global Financial Svc	102.53	0013214658
1451	04/07/2021	Claims	3	33867	RH2 Engineering Inc	12,471.57	City Of Stanwood; City Of Stanwood
1452	04/07/2021	Claims	3	33868	Signature Forms Inc	296.08	CSTAN
1453	04/07/2021	Claims	3	33869	Snoecker Inc Simple Security Solutions	143.97	City Of Stanwood
1454	04/07/2021	Claims	3	33870	Sno Co Public Works *	192.26	SWMSTANW
1455	04/07/2021	Claims	3	33871	Sno Co Sheriff's Office - CB	828.28	City Of Stanwood
1456	04/07/2021	Claims	3	33872	Everett Daily Herald/ Sound Publishing	376.60	14104597; 14104597
1457	04/07/2021	Claims	3	33873	Stanwood City Utility	2,153.39	1271; 1328; 1332; 1241; 1348; 1573; 1587; 1674; 1675; 2416; 4724; 4252;
1458	04/07/2021	Claims	3	33874	USA Bluebook	205.31	478228
1459	04/07/2021	Claims	3	33875	Verizon Wireless	1,022.81	372541731-00001
1460	04/07/2021	Claims	3	33876	WA St Department Of Retirement Systems	25.00	000000930

CHECK REGISTER

City Of Stanwood

Time: 10:15:14 Date: 04/14/2021

03/31/2021 To: 04/13/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1461	04/07/2021	Claims	3	33877	Wave Broadband	122.25	3201-0316547-01
1462	04/07/2021	Claims	3	33878	Western Exterminator Company	136.25	683591
1463	04/07/2021	Claims	3	33879	Ziply Fiber	63.33	360-939-0579-080320-5
001 General Fund						187,320.00	
101 Street Fund						1,132.83	
103 Street Construction Fund						5,253.90	
104 Park And Trail Improvement Fund						235,120.01	
110 Building Improvement Fund						15,829.50	
115 Tourism And Promotion DSC						999.00	
401 Sewer Fund						12,711.35	
403 Sewer Construction Fund						21,074.57	
410 Drainage Fund						6,435.57	
411 Drainage Construction Fund						43,114.89	
421 Water Fund						10,478.10	
422 Water Construction Fund						114,622.18	
630 Agency Fund						864.75	
							Claims: 654,956.65
* Transaction Has Mixed Revenue And Expense Accounts						654,956.65	

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 Decker Date: 04/14/2021
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood

Time: 10:18:33 Date: 04/14/2021

03/31/2021 To: 04/13/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1337	04/08/2021	Payroll	3	EFT		3,714.00	March 2021 Payroll
1338	04/08/2021	Payroll	3	EFT		3,672.70	March 2021 Payroll
1339	04/08/2021	Payroll	3	EFT		1,853.54	March 2021 Payroll
1340	04/08/2021	Payroll	3	EFT		2,353.23	March 2021 Payroll
1341	04/08/2021	Payroll	3	EFT		2,077.74	March 2021 Payroll
1342	04/08/2021	Payroll	3	EFT		1,300.20	March 2021 Payroll
1343	04/08/2021	Payroll	3	EFT		3,325.90	March 2021 Payroll
1344	04/08/2021	Payroll	3	EFT		6,582.10	March 2021 Payroll
1345	04/08/2021	Payroll	3	EFT		3,442.57	March 2021 Payroll
1346	04/08/2021	Payroll	3	EFT		2,102.73	March 2021 Payroll
1347	04/08/2021	Payroll	3	EFT		4,142.34	March 2021 Payroll
1348	04/08/2021	Payroll	3	EFT		5,825.57	March 2021 Payroll
1349	04/08/2021	Payroll	3	EFT		3,895.46	March 2021 Payroll
1350	04/08/2021	Payroll	3	EFT		3,027.48	March 2021 Payroll
1351	04/08/2021	Payroll	3	EFT		6,791.07	March 2021 Payroll
1352	04/08/2021	Payroll	3	EFT		4,203.58	March 2021 Payroll
1353	04/08/2021	Payroll	3	EFT		5,834.46	March 2021 Payroll
1354	04/08/2021	Payroll	3	EFT		7,157.30	March 2021 Payroll
1355	04/08/2021	Payroll	3	EFT		391.17	March 2021 Payroll
1356	04/08/2021	Payroll	3	EFT		4,476.78	March 2021 Payroll
1357	04/08/2021	Payroll	3	EFT		5,898.18	March 2021 Payroll
1358	04/08/2021	Payroll	3	EFT		4,312.58	March 2021 Payroll
1359	04/08/2021	Payroll	3	EFT		4,500.07	March 2021 Payroll
1360	04/08/2021	Payroll	3	EFT		3,609.89	March 2021 Payroll
1361	04/08/2021	Payroll	3	EFT		390.93	March 2021 Payroll
1362	04/08/2021	Payroll	3	EFT		3,292.69	March 2021 Payroll
1363	04/08/2021	Payroll	3	EFT		2,557.61	March 2021 Payroll
1364	04/08/2021	Payroll	3	EFT		341.09	March 2021 Payroll
1365	04/08/2021	Payroll	3	EFT		391.01	March 2021 Payroll
1366	04/08/2021	Payroll	3	EFT		4,983.47	March 2021 Payroll
1367	04/08/2021	Payroll	3	EFT		1,714.03	March 2021 Payroll
1368	04/08/2021	Payroll	3	EFT		5,430.16	March 2021 Payroll
1369	04/08/2021	Payroll	3	EFT		2,406.52	March 2021 Payroll
1370	04/08/2021	Payroll	3	EFT		3,616.88	March 2021 Payroll
1371	04/08/2021	Payroll	3	EFT		391.25	March 2021 Payroll
1372	04/08/2021	Payroll	3	EFT		4,243.95	March 2021 Payroll
1373	04/08/2021	Payroll	3	EFT		4,023.63	March 2021 Payroll
1374	04/08/2021	Payroll	3	EFT		3,053.13	March 2021 Payroll
1375	04/08/2021	Payroll	3	EFT		2,565.16	March 2021 Payroll
1376	04/08/2021	Payroll	3	EFT		3,258.11	March 2021 Payroll
1377	04/08/2021	Payroll	3	EFT		391.09	March 2021 Payroll
1378	04/08/2021	Payroll	3	EFT		391.01	March 2021 Payroll
1400	04/08/2021	Payroll	3	EFT	HSA Bank	5,991.00	Pay Cycle(s) 04/08/2021 To 04/08/2021 - HSA Contributions ER; Pay Cycle(s) 04/08/2021 To 04/08/2021 - HSA Contr EE Over 55
1401	04/08/2021	Payroll	3	EFT	Internal Revenue Service (941)	61,604.38	941 Deposit for Pay Cycle(s) 04/08/2021 - 04/08/2021
1402	04/08/2021	Payroll	3	EFT	WA St Department Of Retirement Systems	55,030.60	Pay Cycle(s) 04/08/2021 To 04/08/2021 - PERS2; Pay Cycle(s) 04/08/2021 To 04/08/2021 - PERS 3; Pay Cycle(s) 04/08/2021 To 04/08/2021 - 457 - DRS (DCP)
1403	04/08/2021	Payroll	3	1849	AFLAC	476.38	Pay Cycle(s) 04/08/2021 To 04/08/2021 - AFLAC, Pre-Tax; Pay Cycle(s) 04/08/2021 To 04/08/2021 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

Time: 10:18:33 Date: 04/14/2021

03/31/2021 To: 04/13/2021

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1404	04/08/2021	Payroll	3	1850	AWC Employee Benefit Trust	22,516.12	Pay Cycle(s) 04/08/2021 To 04/08/2021 - AWC - Health First 250; Pay Cycle(s) 04/08/2021 To 04/08/2021 - AWC- Dental J; Pay Cycle(s) 04/08/2021 To 04/08/2021 - AWC - Vision; Pay Cycle(s) 04/08/2021 To;
1405	04/08/2021	Payroll	3	1851	Colonial Life Insurance	66.75	Pay Cycle(s) 04/08/2021 To 04/08/2021 - Colonial Life Ins
1406	04/08/2021	Payroll	3	1852	Hartford Retirement Plan Services	3,334.20	Pay Cycle(s) 04/08/2021 To 04/08/2021 - 457 - MassMutual (Hartford); Pay Cycle(s) 04/08/2021 To 04/08/2021 - Roth 457(b)(MassMutual)
1407	04/08/2021	Payroll	3	1853	ICMA Retirement Trust	2,544.35	Pay Cycle(s) 04/08/2021 To 04/08/2021 - 457 - ICMA
1408	04/08/2021	Payroll	3	1854	Legal Shield	37.90	Pay Cycle(s) 04/08/2021 To 04/08/2021 - Legal Shield
1409	04/08/2021	Payroll	3	1855	Navia Benefits	137.50	Pay Cycle(s) 04/08/2021 To 04/08/2021 - Medical FSA-S125; Pay Cycle(s) 04/08/2021 To 04/08/2021 - Navia Limited FSA
1410	04/08/2021	Payroll	3	1856	Western Conference of Teamsters Pension Trust	2,238.08	Pay Cycle(s) 04/08/2021 To 04/08/2021 - WCTPP Contributions
1411	04/08/2021	Payroll	3	1857	Teamsters Union Local 231	1,191.00	Pay Cycle(s) 04/08/2021 To 04/08/2021 - Teamsters Dues
1412	04/08/2021	Payroll	3	1858	Washington Teamsters Welfare Trust	28,629.00	Pay Cycle(s) 04/08/2021 To 04/08/2021 - Teamsters Dental; Pay Cycle(s) 04/08/2021 To 04/08/2021 - Teamsters Medical
						152,951.26	001 General Fund
						30,785.70	101 Street Fund
						49,260.42	401 Sewer Fund
						30,543.71	410 Drainage Fund
						58,188.53	421 Water Fund
						321,729.62	Payroll:
							321,729.62

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: 04/14/2021
 () Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: April 22, 2021

SUBJECT: April 08, 2021 City Council Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the April 08, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE APRIL 08, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 08, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

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

2. Roll Call

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne 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, Assistant to the Administrator & Communications Krista Hintz Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

3. Approval of the Agenda

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

4. Citizen Comments

The City did not receive written comments or any citizens 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.

5. Committee Reports

- a. Economic Development Board Meeting Minutes – February 19, 2021

6. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 25, 2021 Regular City Council Meeting Minutes
- c. Authorize the Mayor to Sign Indemnification Agreement with 1934 Properties LLC for the Use of Special Events

Stanwood City Council Meeting Minutes – April 08, 2021

- d. Authorize the Mayor to Sign a Contract with ICI Construction for the Main Lift Station
- e. Authorize the Mayor to Sign a Contract with Atwork for the Stanwood Port Susan Trail Landscape
- f. Authorize the Mayor to Sign a Contract with Reece Construction for the 276th Overlay and ADA Improvement Project
- g. Authorize the Mayor to Sign the MRSC Rosters Contract

Councilmember Roberts requested a correction to the March 25, 2021 City Council Meeting minutes – Mayor Callaghan presided over the meeting not Mayor Pro Temp Roberts.

Councilmember Shepro requested a change to the City Administrator report noting that the City did not receive \$742,000 for the Port Susan Trail, however it is in fact a Grant that the City has not received. The House included it in the request to Legislature and could be received in the future.

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

7. Old Business

- a. Second Reading and Adoption Ordinance 1493B – Extension of Enhanced Service Facilities Interim Regulations

Community Development Director, Patricia Love explained that the item is for the second reading and final adoption of Ordinance 1493B, 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.

The first reading of Ordinance 1493B was conducted on March 25, 2021

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.

Stanwood City Council Meeting Minutes – April 08, 2021

Motion by Councilmember White, Second by Councilmember Johnson to approve the second reading and adoption of Ordinance 1493B as set forth in attachment “A” extending the interim Enhanced Service Facilities regulations for an additional six months.

Motion carried unanimously.

b. 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 second reading and adoption 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 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. The first reading of Ordinance 1496 was conducted March 25, 2021

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

Motion carried unanimously.

c. 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.

The first reading of Ordinance 1497 was conducted March 25, 2021.

Council discussed the request.

Motion by Councilmember Robb, Second by Councilmember Shepro to authorize the second reading and adoption of Ordinance 1497 amending Title 10 of the Stanwood Municipal Code, Vehicles and Traffic.

Motion carried unanimously.

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

Stanwood City Council Meeting Minutes – April 08, 2021

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callahan noted that the City still has a vacancy on the Salary Commission. If you know someone interested in joining this Commission, please direct them to the City website. Reminder to all councilmembers that the Public Disclosure Commission filings are due on April 15. The COVID vaccine is now open to the full population. Mayor received her first shot and had an adverse reaction. She suggests planning to have a day off after getting the vaccination. Thank you to all Councilmembers for continuing to have effective workshop. Callaghan is very proud to be the Mayor of this town.

b. City Administrator's Report-

City Administrator, Jennifer Ferguson wanted to tag on to the Mayor's comments about the workshop. Thank you for the great conversations. The next stimulus package is going to be approved and rolled out soon. The City is set to receive a very generous amount. Internet service is very important. Jennifer is serving on the Broadband Action Team. This is a great initiative for a project that will serve our community. She would like to encourage the Stanwood Citizens to take the State Broadband Survey. The survey can be located on the City website. This survey is planned to inform the State where they need to focus their efforts and funding.

c. Councilmember Reports and Questions-

Councilmember Shepro wanted to commend Public Works for doing a great job on the Church Creek Park restrooms. He wanted to know if surveillance cameras had been installed at the park yet. Ferguson stated that cameras have not been installed. It is still a project that is on the work plan.

Councilmember Johnson shared a story about an article that he read recently about a company in Huston Texas. This company has been purchasing whole housing developments and turning them all into rental homes. He thinks that Stanwood needs to be aware that this is happening and plan to guard against this from occurring in our community.

Councilmember Robb stated that the Amazon Distribution Center is officially being constructed in Arlington. This is a big investment that is being brought to North Snohomish County. It is exciting that this area is flourishing.

12. Adjourn

The meeting was adjourned at 7:28 pm.

CITY OF STANWOOD

ATTEST:

Stanwood City Council Meeting Minutes – April 08, 2021

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c

DATE: April 22, 2021

SUBJECT: City Council April 08, 2021 Special Meeting Workshop Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Special Workshop Meeting Minutes
B - April 8, 2021 Civic Campus Discussion Presentation
C - Question and Answers Matrix

SUMMARY STATEMENT

Minutes of the April 08, 2021 City Council Special Workshop Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE APRIL 08, 2021 COUNCIL SPECIAL WORKSHOP MEETING AS PRESENTED.

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 5:00 p.m.

2. Attendance

Councilmembers present: Rob Johnson, Diane White, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams.

Also present: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Rob Martin, Senior Accountant Wendy Dowhower, City Administrator Jennifer Ferguson, Assistant to the Administrator Krista Hintz and City Clerk Sara Robinson.
Brett Hanson and Rachel Hedlof - Mackenzie.

Civic Campus Project –

Community Development Director Patricia Love provided a history and recap of the Civic Campus project.

Below are the options that were considered at the February 2021 meeting-

- a) Community Porch Concept: Combined Police & City Hall Facility at 72nd Ave Site
- b) Police, Council Chambers (Community Room), Park Expansion at 72nd Ave Site
- c) Continue Using City Hall with Kitchen & Bathroom Remodel; Floor Plan Reconfigured
- d) ~~New Council Chambers Next to City Hall~~
Size of Lot Makes Meeting Floodplain Regulations Difficult & No significant Cost Savings – Staff Recommendation: Remove Option D from Consideration
- e) Other Locations out of the Floodplain

Rachel Hedlof with Mackenzie presented all of the options for council consideration. Option D has been removed and Option E updated and includes purchasing and renovating an existing building out of the floodplain. Two locations were suggested and discussed.

The full Power point presentation is attached to these minutes.

Jennifer Ferguson presented an estimated Potential Fiscal Impact Analysis and Excess Levy Overview for each option.

Each Councilmember individually provided their input on each option.

In conclusion the Council narrowed the down to Option A, Option C and Option E. Council requested additional information about Option A and Option E including traffic studies for both potential locations.

Upon conclusion of the work-session discussion, staff is recommending that Council narrow down the design options to one site for further study. Formal action on the Council's direction will be proposed to be taken at the April 22nd regular meeting.

Adjourn-

Mayor Callaghan Adjourned the meeting at 6:42 pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



Stanwood Civic Campus Project Discussion

City Council Worksession

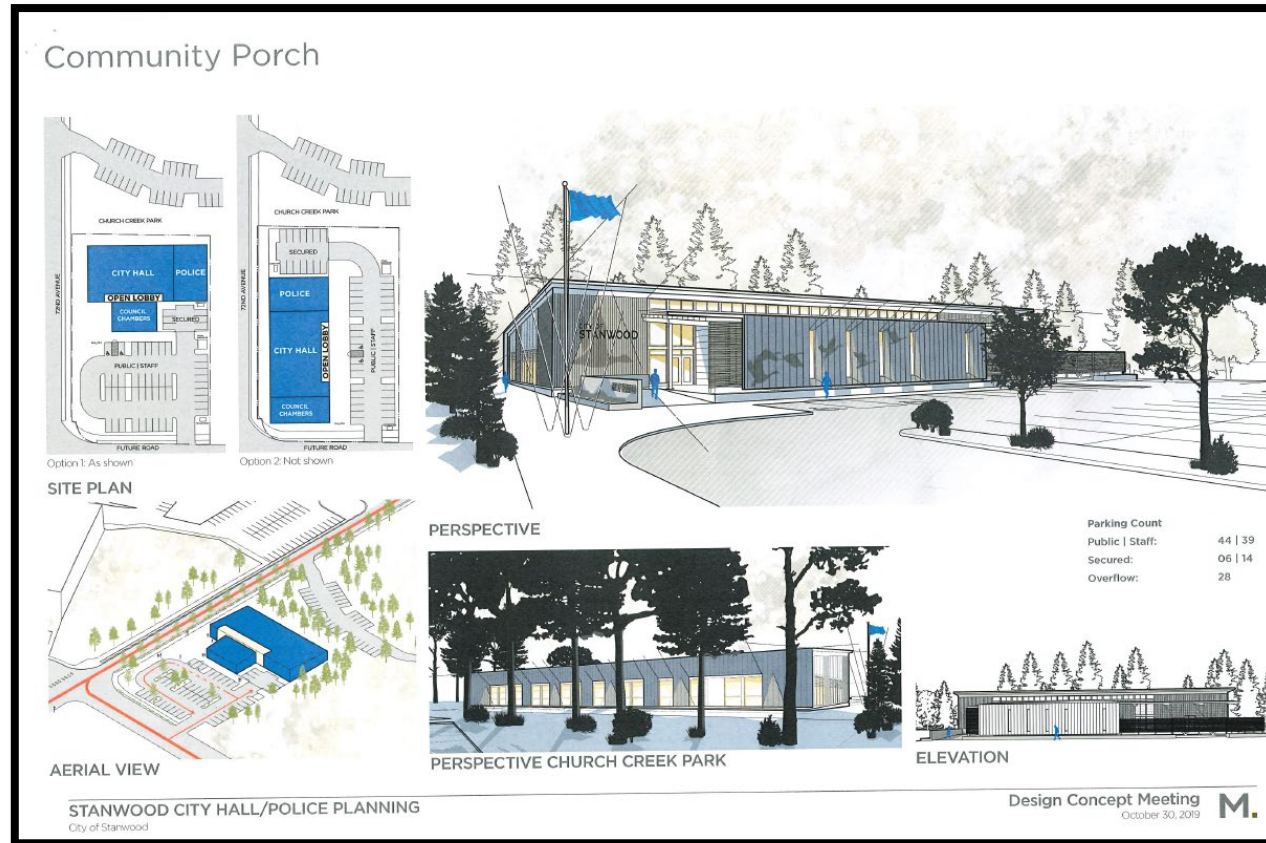
April 8, 2021

Project History Recap

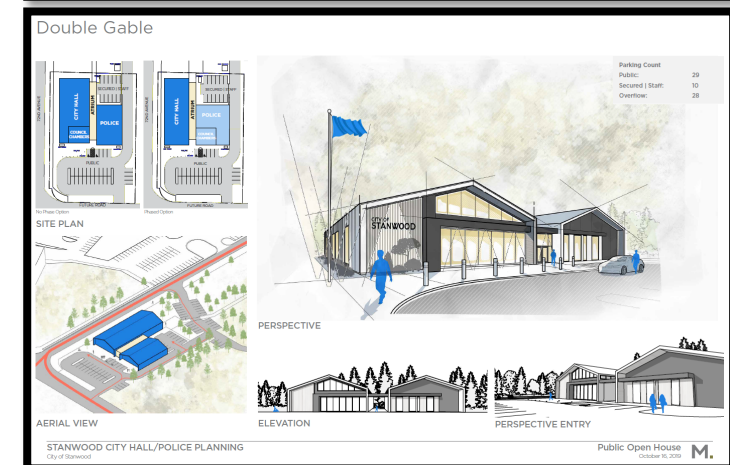
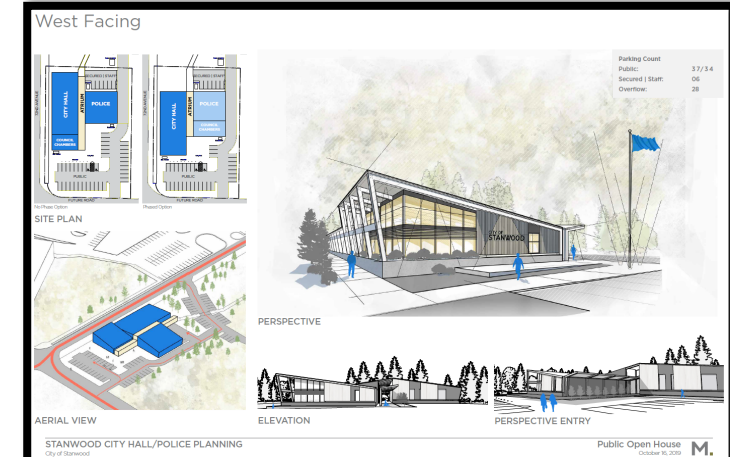
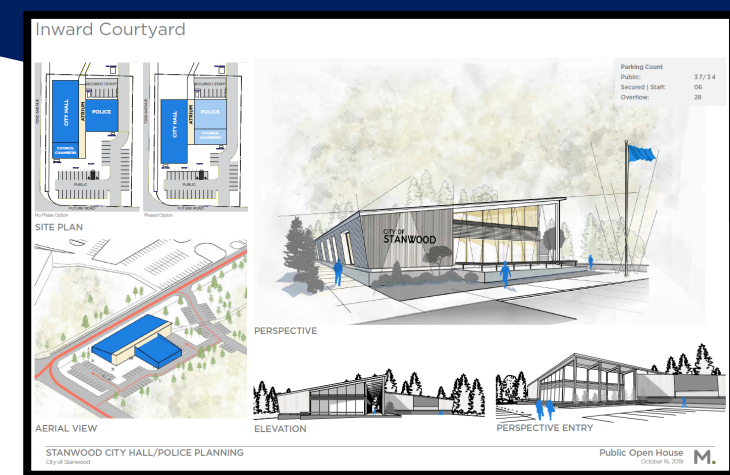
2019 Work Products

- Mackenzie Hired June of 2019
- Refresh Space Needs Analysis
- Formed a Steering Committee to Review Design Concepts
- Held a Public Open House
- Developed 4 Design Options
- Provided 2 Cost Estimates: Full Buildout and Phased Buildout

Project History Recap: 4 Design Options



Preferred Option: Community Porch



Project History Recap: Community Porch Concept

- Community Porch Design: Shared Kitchen, Bathrooms, & Common Space
- Simpler Roof Line
- Building in One Phase vs. Multiple Phases
- Expanded Footprint by 1,600 sf
- Added 0.25 Acres to Include Drive Isle to Church Creek Park & Other Landscape Features

April 2020

Project was placed on hold due to COVID-19 and concerns about putting a bond request on the November 2020 ballot in the middle of a global pandemic.

Project History Recap: Cost Estimates

Work Element	2021 Community Porch Cost Estimate	Concept: Full Buildout	Concept: Phased Development
Construction Costs	\$12,680,000	\$13,658,000	\$15,020,000
Design & Environmental	\$1,410,000	\$1,255,000	\$1,924,000
Permitting, Moving & Furnishings	\$1,383,000	\$1,129,000	\$1,146,000
Escalation Cost of 4.5%		\$722,000	\$814,000
Estimated Project Costs	\$15,473,000	\$16,754,000	\$18,904,000

Not Included In Community Porch Cost Estimate:

- Street frontage improvements along Church Creek Park (\$120,000)

Notes for Community Porch Concept:

- Increased the Size of the building Compared to Others
- Includes Development & Land Acquisition Costs for Additional 0.25 Acres

Project Re-Boot Discussion

February 2021: Consider Other Siting Options

Options	Description
A	Community Porch Concept: Combined Police & City Hall Facility at 72 nd Ave Site
B	Police, Council Chambers (Community Room), Park Expansion at 72 nd Ave Site
C	Continue Using City Hall with Kitchen & Bathroom Remodel; Floor Plan Reconfigured
D	New Council Chambers Next to City Hall <i>Size of Lot Makes Meeting Floodplain Regulations Difficult & No Significant Cost Savings*</i>
E	Other Locations Out of Floodplain

***Staff Recommendation: Remove Option D From Consideration**

DESIGN A: EAST STANWOOD POLICE + CITY HALL + COUNCIL CHAMBERS / EOC

Community Porch Concept



Site Area:

Total development area: 1.59 acres

Building Area:

Total building area: 17,650 sf

Parking Count (includes Church Creek Park):

Total parking: 105 spaces

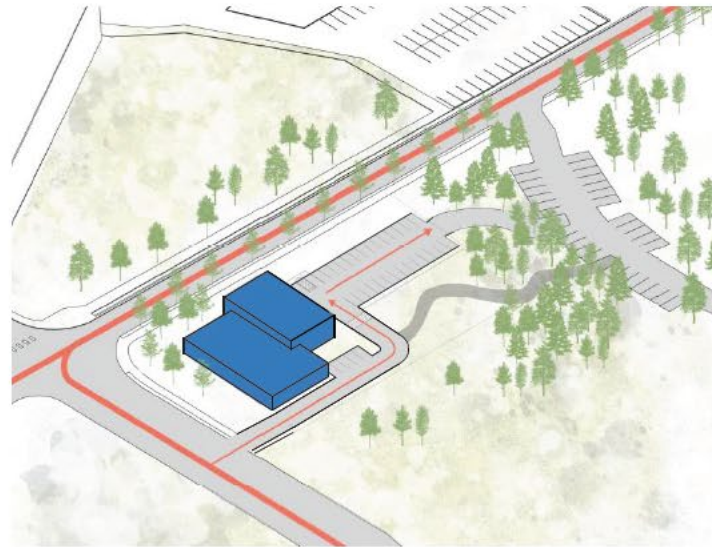
Cost:

Building and Site: \$15.4 million

Optional Park expansion to East Parcel:

Area: 0.75 acres
Cost: \$ 1.3 - \$2.6 million

DESIGN B: EAST STANWOOD POLICE + COMMUNITY ROOM / COUNCIL



Site Area:

Total development area: 1.34 acres

Building Area:

Total building area: 8,000 sf

note: sally port additional 2,300 sf

Parking Count (includes Church Creek Park):

Total parking: 66 spaces

Cost:

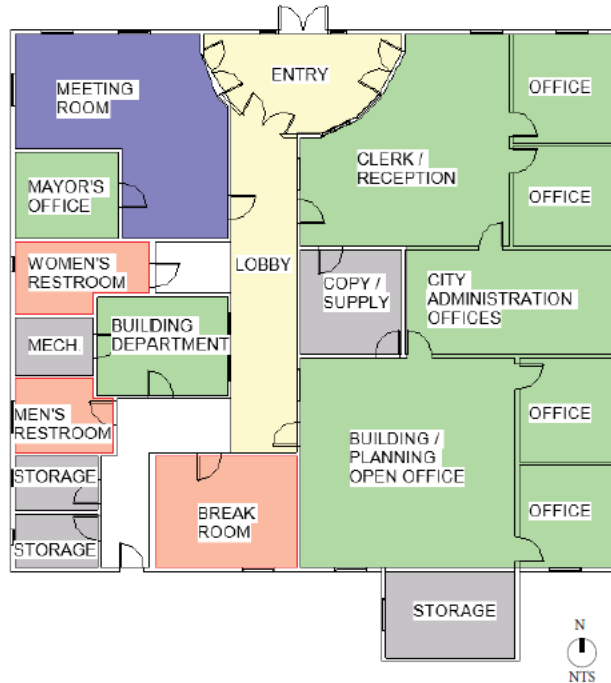
Building and Site: \$10.1 million

Optional Park expansion to East parcel:

Area: 1.0 acre

Cost: \$ 1.7 - \$3.1 million

DESIGN C: DOWNTOWN STANWOOD, EXISTING CITY HALL



Existing areas

	Administration, Finance, Planning Furnishings Renovation only 2,892 sf
	Meeting Room Furnishings Renovation only 556 sf
	Utility and Support Spaces No Changes 600 sf
	Common Spaces: Major Renovation 540 sf
	Lobby and queuing area No Changes 618 sf



Renovate existing City Hall:

- Substantial renovation of restrooms / break room
- Office: new furnishings only

Renovation Cost:

Substantial Improvement Construction:	\$246,000
Soft Costs (includes furnishings):	\$426,000
Total Cost:	\$672,000

Cost Considerations:

The maximum cost of substantial improvements allowed by FEMA to not trigger compliance with flood plain location is 50% of the current market value of the existing building.

Current Building Market Value:	\$455,800
Max substantial improvements:	\$227,900

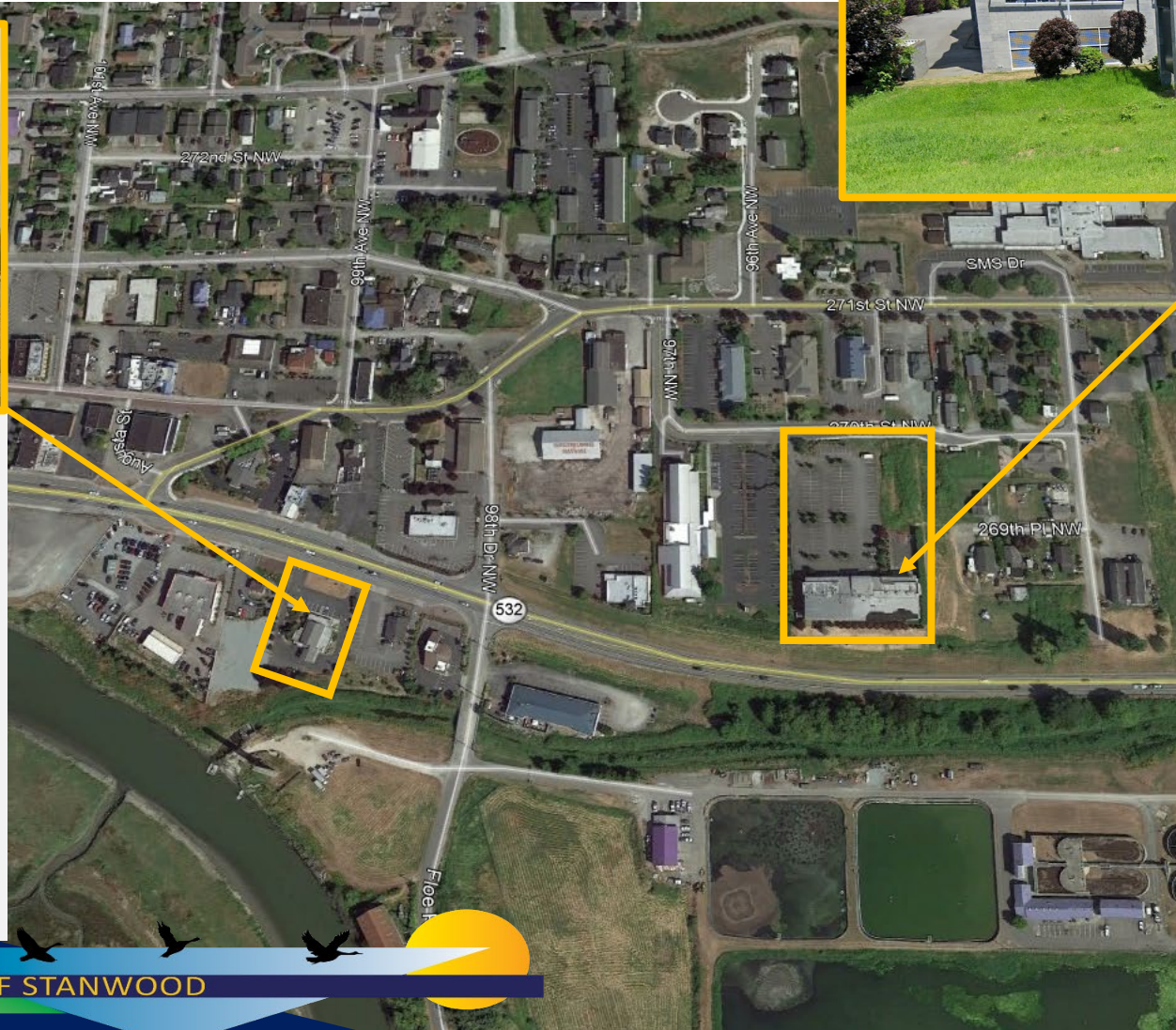
Staff Recommendation:

- Eliminate Option to Raise Building Above Floodplain
- No Significant Cost Savings
- High Risk of Unknown Construction Costs
- Keep Building in Use with Maintenance & Repairs as Needed

Design Option E: Other



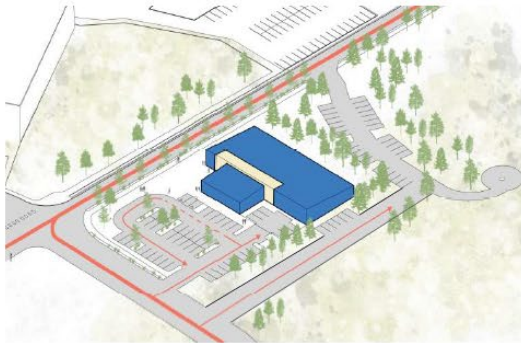
- Potential option to keep City Hall in downtown
- Out of floodplain
- Direct access to SR 532
- Assessed Value: \$758K
- Approx. 3,300 sf
- Need Renovation & Expansion (Need ~ 5K-6K sf)
- Connection to Hamilton Park



- Option to keep City Hall, Council Chambers & Police Station in downtown
- Space for future park & recreation department and/or programs
- Built to meet floodplain regulations (14' Elevation)
- Visibility from SR 532; Access from 270th Street
- Assessed Value: \$5.3 M
- Need Renovation

Comparison of Options

DESIGN A



Design A description:

Police + City Hall + Council Chambers / EOC

Site Area:

Total development area: 1.59 acres

Building Area:

Total building area: 17,650 sf

Parking Count:

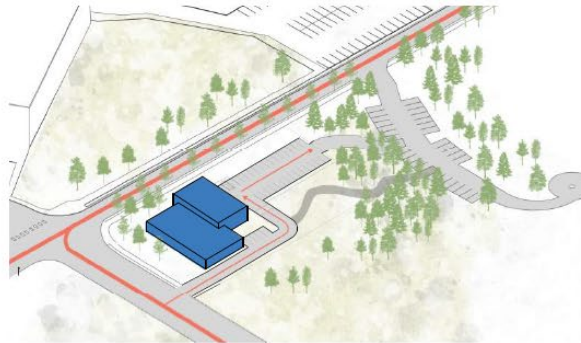
Total parking (with shared): 105 spaces

Cost:
Building and Site Development: **Design Option (A-1) \$15.4 million**

Optional Park expansion:

Purchase additional east parcel: **(A-2) 0.75 acres**
Cost: \$ 1.3 - \$2.6 million

DESIGN B



Design B description:

Police + Community Room / Council Chambers / EOC

Site Area:

Total development area: 1.34 acres

Building Area:

Total building area: 8,000 sf
note: sally port additional 2,300 sf

Parking Count:

Total parking (with shared): 66 spaces

Cost:
Building and Site Development: **Design Option (B-1) \$10.1 million**

Optional Park expansion:

Purchase additional east parcel: **(B-2) 1.0 acre**
Cost: \$ 1.7 - \$3.1 million

DESIGN C



Design C description:

Renovate existing City Hall

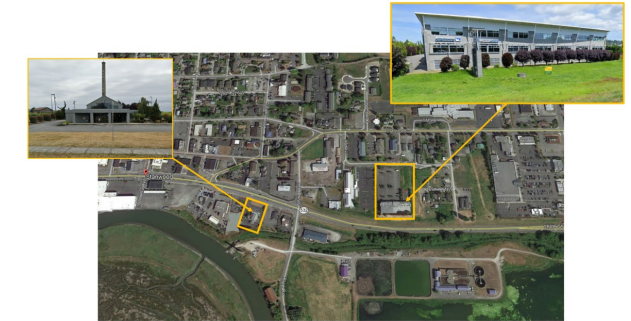
- Restroom improvements
- Break room improvements
- New office furnishings

FEMA Considerations:

- ~~Option #1: Raise the building above the flood plain.~~
- ~~Construction cost estimate: \$856,000 to \$1.3 million~~
- Option #2: Do not raise the building. Substantial improvement cost must be less than 50% of the building market value.

Cost:
Construction Cost: \$246,000
Soft Costs (includes furnishings): \$426,000
Total Cost: \$672,000

DESIGN E



Design E description: Purchase existing building out of the floodplain

Renovation: Expansion, Interior & Exterior Renovations

Design Option E-1
Cost Estimate: \$3-\$10M

Potential Fiscal Impact Analysis: Excess Levy Overview

2021 Average Valued Stanwood Home \$ 381,368
2021 City Tax Portion \$ 603

Design Option	Bond Amount (millions)	Annual Debt Payment	Possible Source	Tax Rate per 1,000 AV	Annual New Tax	Mo New Tax	% Inc to City Tax Portion
A-1	\$ 15.8	\$ 1,004,000	Excess Levy-Ballot Measure	\$ 0.88	\$ 336.00	\$ 28.00	4.6%
A-2	\$ 18.4	\$ 1,170,000		\$ 1.03	\$ 393.00	\$ 32.75	5.4%
B-1	\$ 10.4	\$ 661,000	Excess Levy-Ballot Measure	\$ 0.58	\$ 221.00	\$ 18.42	3.1%
B-2	\$ 13.5	\$ 858,000		\$ 0.75	\$ 286.00	\$ 23.83	4.0%
C-1	\$ 672,000	\$ 44,500	General Fund, Building Fund (Cash on hand)	\$ -	\$ -	\$ -	0.0%
E-1	\$ 10.0	\$ 510,000	Excess Levy-Ballot Measure	\$ 0.45	\$ 172.00	\$ 14.33	2.4%

Council Discussion

- Spreadsheet Responses
- Additional Questions & Answers
- Narrow Down Option(s)
- April 22, 2021 Council Action

ATTACHMENT C

City of Stanwood
2021 Q&A - Comments - Deliberations

Capital Project: CIVIC CAMPUS As of March 15, 2021 9:00 a.m.

Civic Campus Questions & Comments	Asked/Offered By	Reference	Response
There is no mention in the minutes of a year ago to go over completely new options that included keeping the City Hall in the floodplain. The working group referred to in the minutes of a year ago certainly don't show a disposition to keep City Hall in the floodplain. I consider this a maneuver by Mayor Callahan and Councilmember Pearce who have always opposed moving City Hall out of the floodplain and refuse to recognize the long term flood threat downtown. In my opinion, the old City Hall needs to be replaced, sometime in the next 10 years. I would support a new toilet, but that is about it for now. The existing toilet has a match sitting in a World War II submarine at anchor in San Francisco Bay so I know it is long past due. Otherwise the whole building needs to go. About 7 years ago the City was offered a million dollar grant to elevate the old City Hall. That grant was declined because it would just give us an elevated old building that still needed to be replaced. As for any grants we could apply for towards a new City Hall, the State and Federal players would never give the City a dime towards a City Hall in the floodplain. I know the City would eventually need to pass a bond issue to finance construction. I know it helps if the council is in agreement on a bond issue. Nevertheless, I will not vote for any bond issue that spends taxpayer money on useless options in the floodplain and I would campaign against such a levy because I don't think voters will waste their tax money in the floodplain. If we can't get a common vision to have a city hall and police dept. out of the floodplain, then both of them will have to wait until we have enough election cycles to have a council that can agree to take those critical infrastructures out of the floodplain. The advisory committee needs to be consulted on this as well. Thank you.	Johnson	Minutes and Staff Report from January 9 2020 Council Meeting	
Let's say that someone comes up with a great new option at the Council workshop. Can the contract with Mackenzie be revised to include this new option?	Shepro		Option E on page 10-2 of the Jan 28, 2021 Council packet would cover this. Whatever the final option that the Council directs staff to pursue, Mackenzie will pursue that option. If any new option requires a contract amendment, that would be a Council decision as well.
It is my understanding that when we voted yes to buy the property we were voting to approve City Hall and police dept to be built on the hill. Otherwise why would we have spent the money to buy a piece of real estate with No slated use.	Williams		The decision to purchase the property is one of many decisions of the Council for this project. A grant from the Washington Department of Commerce was awarded to purchase the property; however, this action of the Council did not finalize what type of building, what amenities would be located there nor how the project would be funded.
What is the square footage of the current city hall building?	Roberts		The existing city hall building is approximately 4,960 sq. ft.
What is the square footage of the police department building?	Roberts		The existing police station (exclusive of annex) is approximately 4,900 sq. ft. The annex is an additional 1,384 sq. ft
How much rent does the city pay for renting the police department building?	Roberts		the city owns the building where the PD is located. Which brings up more decisions for the Council.....keep the building and re-purpose for another use or sell it and use proceeds towards any new facility.
What is the minimum size that the police department needs to operate safely?	Roberts		A programming study completed by Mackenzie in August 2019 found that based on input from a needs assessment with the city, approximately 5,000 sq. ft. would be needed at time of move-in to the new building, with a projection of 5,550 sq. ft. (additional 550 sq. ft.) needed in another 20 years. The COVID19 pandemic has modified potential space needs and would need to be revisited
When is the lease up on the library building that the city owns?	Roberts		The City entered into an Annexation Agreement with the Sno-Isle Intercounty Rural Library District in December of 2014. This agreement required that the library stay at its current location for a minimum of 7 years. On Sept 12, 2019 the Council approved Amendment #1 to that Agreement which removed the 7 year requirement and required that prior to moving the facility that the District "... will evaluate in good faith alternative locations within the corporate boundaries of the city." Based on this Amendment, it appears that the Library is on a month to month lease.
What is the square footage of the library building?	Roberts		Approximately 5,540 square feet

City of Stanwood
2021 Q&A - Comments - Deliberations

Capital Project: CIVIC CAMPUS

As of March 15, 2021 9:00 a.m.

Civic Campus Questions & Comments	Asked/Offered By	Reference	Response
Do we know what the footprint that can be built on the vacant lot west of City Hall?	Roberts		The new site west of city hall is zone MB-1, which has a maximum building coverage of 90%. The building would be sized less than this to allow space for parking and for the remainder of the site to be a park area. Commercial type buildings typically cover between 30% to 50% of the lot. With a lot size of 12,196 square feet, the lot could accommodate a building of 3,650 to 6,100 square feet.
What are the height restrictions there?	Roberts		35 feet
Is it workable to have city workers in separate facilities? For instance, to have say finance and utilities in a building on main street. Not saying whether I would be for that but simply as a brainstorming possibility.	Roberts		The primary reasons that citizens and customers to visit city hall is for building permits, utility billing and passports. With our focus on automation of customer service, one can acquire a building permit online. Customers also have the option to pay their utility bill online and staff is assessing enhancements for a fully automated self service portal for utility billing. We still have some residents and customers who like to physically come into city hall to conduct business so offering multiple ways for citizens and customers to conduct business is always necessary.
Is there any practical advantage or disadvantage from an operations point of view to have city and police in the same building or on the same campus?	Roberts		One practical advantage for city hall and the police department to be in the same campus would be for police department city employees to be "closer" to the City Administrator. While we contract with Snohomish County for police services, our police records clerks are city employees. While the two functions would be in one building in a combined civic campus, we would still need separate and secured space for the police department and only authorized personnel would be given access. The front counter of the police section would need the proper security features such as protective glass, secure holding rooms and other features not required for city hall.
Has there been a time when city hall or the police department was immobilized because of flooding?	Roberts		The last time downtown Stanwood flooded was in 1955 when the water from the Skagit River inundated Stanwood from the north through a breached dike. The Stillaguamish River poses a more frequent risk with major flood events occurring more recently in 1990, 1995, 2009 and 2010. These last floods were controlled by building a flood wall by the park and ride lot. Council may have more knowledge regarding impact from these flood events.
Do we have any traffic studies on what 72 nd will look like when the new high school, city campus and development in Cedarhome is completed with bus traffic in full swing? Are there road improvement plans in the works?	Roberts		Pertee Engineers completed a traffic study in March 2020 that analyzed the traffic of the proposed new building only. The city has additional traffic studies on file from Gibson Traffic that analyzes the traffic of the new Stanwood High School.
What is the height above sea level for a building to not need FEMA flood insurance?	Shepro		The base flood elevation is 13 feet which means new buildings would need to be at an elevation of 14 feet. Current elevation is around 8 feet. Flood insurance would still be needed, but at likely lower rate.
What would it cost to floodproof the existing city hall?	Shepro		2014 cost estimates to raise city hall to meet floodplain regulations: approximately \$665 M - \$1 M, plus design and engineering costs which could raise the cost up to around \$1.5 million. This number should be viewed as only a rough estimate.
One issue that needs more clarity is the traffic plans surrounding the proposed site for a civic campus? Was a study done or can the high school study be used?	Johnson		A traffic study was prepared based on the combined Police Station / City Hall concept. The study showed that 72nd Avenue would operate within adopted levels of service. Staff has provided the consultant with the traffic studies for the high school and subdivisions to the north. They will look at these studies and update the traffic report as needed.
How much additional land is available for purchase adjacent to the existing lot?	Johnson		The City's purchase and sale agreement with Vine Street Properties allows the city to purchase one additional acre. If the Council finalizes an option to pursue and is interested in purchasing additional property staff would reach out to the owners to determine their interest.

Civic Campus Questions & Comments	Asked/Offered By	Reference	Response
Where are we on a traffic study for the City Hall/Police Station site on the hill? Are there traffic revision/control proposals for that area?	Johnson		As mentioned above, Perteet is working on an update to the traffic report for the project. This report will be shared once the update is complete. Traffic studies are based on the pm peak hour trip and city adopted level of service. The school bus pick up and drop off times are outside of the pm peak hour trip and is therefore not used to determine if mitigation is required. The traffic study found that all intersections would operate within adopted standards and no additional mitigation was needed. The City's transportation plan calls for widening of 72nd Avenue with roadway reconstruction and sidewalks. The School built their portion with their project and the City and future development of the Vine Street property will be responsible for building the east side. 72nd Avenue is an urban collector street which calls for: 2 travel lanes, on-street parking, landscape strip and sidewalks.
I mentioned in the workshop that I am concerned about a bottleneck of traffic on 72nd. As I think I may have mentioned in the meeting, I would like any traffic study to aggregate the traffic flow not just tell us how much traffic would be created by the new city campus. Would that change the level of service there? I would also like to know about right away along 72nd in case the road ever needs widening. Actually, it needs widening now 😊 and could use a more left turn lane at a minimum.	Roberts		Perteet Engineers is in the process of updating the traffic report for the project. As part of the study, they add in the trips from recent projects, including mineral point and Cedarhome square. Staff has forwarded this comment to the engineers for their consideration.
the scale and elevation of the new high school will dwarf a one-story building across the street. This would be especially true as viewed from 532 or coming north on 72 nd . While I don't have problems myself with the enormity of the building, I have heard from a few citizens that were kind of shocked with its presentation. SO, my suggestion, if the city built there, we might be to consider a 2-story building so as to mitigate the lopsided elevation viewpoint. The smaller footprint might open up more parking spaces.	Roberts		Design of the building is within the Council's discretion. When considering the layout and design, keep in mind that two story buildings will require the addition of elevators and long term maintenance.

Civic Campus Questions & Comments	Asked/Offered By	Reference	Response
Is there an actual prohibition regarding locating public safety in the FZ or is it simply highly recommended by some state or federal agency? If so, who and what are the actual restrictions.	Roberts	SMC 17.120.070	Stanwood Municipal Code: Uses and activities prohibited from frequently flooded areas: (1) Critical facilities are prohibited from frequently flooded areas to prevent damage to such facilities, to avoid costs that will be incurred by the public, and to maintain functionality of such facilities during flood events. If such a prohibition is unreasonable, an allowance for critical facilities in frequently flooded areas can be made with the following specific conditions: (a) Construction of new critical facilities shall be permissible within frequently flooded areas if no feasible alternative site is available. (b) Critical facilities constructed within frequently flooded areas shall have the lowest floor elevated three feet or more above the level of the base flood elevation (100-year flood). (c) Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into flood waters. (d) Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible. (2) Wells used for potable water are prohibited from the floodway. (3) On-site sewage disposal systems are prohibited from the floodway, the channel migration zone, and the 10-year floodplain elevation. Definition of Critical Facility: “Critical facility” means a facility for which even a slight chance of flooding, inundation, or impact from a hazard event might be too great. Critical facilities include, but are not limited to, essential public facilities, schools, nursing homes, hospitals, fire and emergency response installations, and installations that produce, use or store hazardous materials or hazardous waste. Bottom Line: Police and Fire are prohibited unless there is no other reasonable alternative; City Hall / Public Works functions are not prohibited as they are not defined as a “critical facility, that is city policy.
I understand that there is some reduction in flood insurance if the PD is located on the hill. But who gets that reduction and how much would it be?	Roberts		By participating in the Community Rating System the City can qualify for lower insurance rates for residents and businesses. I don’t have enough information to respond to the insurance rates at this time. It is on my work plan for 2021 to begin preparing a strategy on how to meet the higher standards level.
What are the costs savings for building the police station and city hall at the same time as well as the amount of time onsite for construction?	Williams	Exhibit A - Staff Presentation April 8, 2021 Special Council Workshop	See exhibit A
What were the other nine sites discussed as possible locations for the Civic Campus? Could any of them serve as a suitable site for a standalone police station? The reason I ask this is because I would much prefer the City Hall stay where it is (along with all the improvements FEMA rules allow). In addition, are there any existing buildings that could be remodeled for the new station? Since Stanwood seems to have a number of buildings on the market, could any of them serve as a police station?	Shepro	Exhibit A - Staff Presentation April 8, 2021 Special Council Workshop	In 2014 the City considered 15 sites for relocating City Hall: 10 Commercial Properties, 3 Commerical Buildings and 2 Residential Mixed Use Prpoerties. The Council narrowed the sites down to 2: the vacant property adjacent to the school district building (Gilbertson Property) on Pioneer Hwy and a site on 267th Place West across from the Port Susan Middle School. Staff has not done an evaluation of those sites at this time. Full list of the sites is included in the City Council's June 5, 2014 staff report. See exhibit A regarding new options for potentially siting City Hall in downtown and out of the floodplain.

Civic Campus Questions & Comments	Asked/Offered By	Reference	Response
I am also in favor of a plan that would create a multi-use building, one that has space for a community center and a Council chamber. For instance, if there is shown to be a need for a community center, I would support including a council chamber as a secondary use. I am not in favor of a separate council chamber design, where a community gathering spot would be the secondary use. And, if the Library is on a month-to-month lease, can the City terminate this lease with sufficient notice to Sno-Isle, with the goal of making it a combined community meeting place and Council chambers? I favor multi-use buildings.	Shepro		Comment noted
My overall goals would be to create these new spaces without having to ask citizens to approve a bond measure, and to keep City Hall at its present location.	Shepro		Comment noted
If the combined Civic Campus is built up on the hill, along with acquiring the additional land, what is the total projected cost? What kind of a bond issue would that entail? How would that break down per month for homeowners in Stanwood	Johnson	Exhibit A - Staff Presentation April 8, 2021 Special Council Workshop	See exhibit A



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: April 22, 2021

SUBJECT: Stanwood Civic Campus Discussion

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Draft Mackenzie Scope of Work Amendment
B – Draft Right-of-Entry Agreement

PURPOSE

The purpose of this agenda item is for Council confirmation of the April 8, 2021 Council Worksession discussion to pursue options to locate a combined City Hall / Police Station in downtown Stanwood, otherwise known as the Stanwood Civic Campus project.

BACKGROUND

In February the City Council discussed the concept of “re-booting” the civic campus project after a yearlong pause of the project due to the COVID-19 pandemic. Council reviewed five siting options which ranged from building a new combined facility, building a new stand-alone Police Station with council chambers, maintaining use of the existing City Hall, building a standalone council chambers building or renovating an existing building in the downtown area that meets the city needs.

On April 8, 2021 the Council held a robust discussion on how best to provide police and city hall services to the residents of Stanwood and narrowed down the options to two general concepts for further study:

1. Find a location for building or renovating that keeps City Hall and the Police Station in the downtown core (Option E).
2. Comparatively, build a combined facility on the 72nd Avenue property next to Church Creek Park (Option A).

Options eliminated from further study included building a stand-alone police station and council chambers facility on the 72nd Avenue site (Option B) and building a standalone council chambers building next to the existing City Hall building (Option D). Additionally, after further discussions with the City's consultant, Mackenzie Architects, staff is recommending that the former bank building on SR 532 be removed from further considerations of existing sites to be renovated. The site would not allow for any needed expansion and the Police Department has concerns about their only vehicular access point being directly onto SR 532.

The option to maintain the existing City Hall building with some renovations (Option C), such as the bathroom and kitchen facilities, was supported by the Council with the caveat that those renovations would wait until more decisions were made about the future use of the building.

ANALYSIS

The City Council is in the process of considering a policy decision to maintain a city presence in downtown by keeping city hall and police services in the downtown core or a policy decision to move those services out of the floodplain. This policy discussion focuses on two potentially conflicting ideas.

The Downtown Master Plan envisions a city campus in the downtown Central District area while previous Council discussions regarding facility siting and emergency response in the event of a flood (City Hall FAQ Sheet) recommended moving governmental buildings out of the floodplain to maintain continuation of service during flooding events. Below are excerpts of both documents.

Excerpts from the Downtown Master Plan

GOAL- Promote Downtown as the heart and core of the community.

Objective - Protect Downtown Stanwood from further loss of business and economic vitality.

STRATEGIES

1. Locate land uses in the downtown that attract retail, recreation, and services that support multiple destination trips.
2. Consider locating municipal services in the downtown to support downtown businesses and create a critical mass of business activity.
 - a. Determine whether or not to continue providing municipal offices including City Hall and the Police Station in the historic nodes of East and West Stanwood as a Phase I 10- 15 year strategy.
 - b. Determine whether or not to continue to plan for a new municipal campus consolidating city and other government functions in the downtown as a Phase II goal to be achieved within 20 years.

CENTER DISTRICT

Center District is a transition zone between east and west accessible by foot, bike and car. The area has vacant and underutilized land available in a range of parcel sizes. The District also includes vacant structures presenting an opportunity for re-use. The library, PUD, banks, a medical center and Stanwood Middle School are already in the middle and form a nucleus of activity. The development of the Center District is essential to build a unified downtown that will become the modern Stanwood. The feel of the District can be contemporary, but to avoid importing a suburban character the site design and architectural design of new projects must be carefully considered.

Objective - Develop the Center District as the center of the downtown with a mix of retail, service, government, educational, institutional, and open space uses that connect the two historic downtown nodes.

1. Actively market and/or work with private parties to attract a range of land use in Center District: public and institutional uses, including schools, post office, community center, parks, pathways, library, retail, services, offices, housing, non-profit organizations.
2. Evaluate the opportunity for a municipal campus as a 20 year goal.
3. Plan for a green place to gather pathway corridors that provide open space and make connections through the city.
4. Develop mixed use structures.
5. Encourage small scale infill development and conversion of small houses to other uses.
 - a. Use older houses for start-up businesses.
 - b. Add residences above garages out of the flood plain.



Excerpts from the FAQ Sheet for Moving City Hall/Police Station Out of the Floodplain

Question:

Why is the council considering relocating city hall and the police station out of the floodplain?

Response:

City government and public safety facilities provide “essential public services” to the community. When city and public safety facilities are located in the floodplain, they are subject to disruption during significant flood events. Key city services such as fingerprinting, utility billing and permitting may be inaccessible, even if the buildings are elevated above the base flood elevation to protect the structure, equipment and essential records contained in the building.

The American Association of Floodplain Managers recommends locating critical facilities such as city hall and the police station out of the floodplain to ensure local governments can respond to floods, recover from floods and meet the needs of citizens.

Question:

Is the Federal Emergency Management Agency (FEMA) requiring city hall and the police station relocate out of the floodplain?

Response:

No. FEMA encourages local governments to relocate government facilities and essential public facilities out of the floodplain to ensure continuity of service during a flood event. FEMA also provides grant funding to flood proof essential public facilities to mitigate damage from flooding. The city applied for a grant in 2014 to elevate city hall but was not successful in receiving funds.

Due Diligence Overview

72nd Avenue Site:

The City conducted its due diligence on the 72nd Avenue site in 2018 / 2019, then purchased 1.25 acres and prepared preliminary concept design plans for the site. Site constraints are known for the 72nd Avenue property such as needing to purchase an additional 0.25 – 1.0 acres to: accommodate a drive isle to Church Creek Park, provide overflow parking, locate a secure police parking area and integrate park trails and landscaping.

Stanwood Commons Building:

Due diligence steps are necessary to determine the feasibility of renovating an existing building in the downtown area. To provide Council with the needed information to make an informed decision on how best to site a potential civic campus, the following information will be gathered on the Stanwood Commons building:

- Evaluate the structural integrity of the building by reviewing existing building plans and if needed have a structural inspection performed.
- Review any existing geotechnical reports on the site and if necessary, conduct core samples to understand the underlying soil conditions.
- Assess vehicular access to/from the site, including emergency access in the event of flooding events.
- Evaluate renovation options: interior, exterior and tenant spaces.
- Confirm that the building meets floodplain construction requirements.
- Work with the City's consultant and the Police Department to determine if the building can accommodate their unique operation and security needs.
- Prepare a financial assessment of short and long-term costs associated with the building.

A right of entry agreement from the owner will be necessary to access the site to complete the tasks listed above. Once all this information has been gathered, staff will prepare a site comparison and a pro/con evaluation of the 72nd Avenue and Stanwood Commons sites for Council's consideration. It is anticipated that this due diligence could take up to three months.

Fiscal Impact			
An amendment to the Mackenzie contract will be needed to adjust the scope of work to reflect the due diligence work needed for the Stanwood Commons building. Staff is currently working with Mackenzie to determine the amount of work that can be completed within the existing budget and if an amendment is necessary. If the amount is within their existing approved contract amount, no budget amendment will be needed. The \$50,000 budgeted in 2022 for this project will need to be forwarded to 2021 to complete the due diligence work. New task orders will be necessary to conduct the geotechnical, structural and survey work proposed as described above. Quotes for that work is being requested. If the total due diligence amount exceeds the 2021 / 2022 budgeted amount, a project amendment request will be brought back to the Council at their next regular meeting. A future budget amendment will be necessary to cover the cost of the traffic study prepared for the 72nd Avenue site as request by Council at their February 11 worksession.			
Fund(s):	594.18.62.11 Building Fund		
Amount:	\$100,000 in 2021 \$ 50,000 in 2022	Project Estimate:	\$ To Be Determined; Scope of Work Amendment is in Progress
Budget Authorized	☒ Yes ☐ No	Amendment Required	☒ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of locating a civic campus in the Central District.

Committee/Board Recommendation:

Not Applicable. This discussion has been held with the entire Council at two work sessions: February 11 and March 8, 2021.

CITY COUNCIL OPTIONS

1. Direct staff to proceed with the due diligence evaluation of the Stanwood Commons building for the purposes of determining the feasibility of providing a civic campus in the Central Downtown District.
2. Continue discussing options of how best to provide city hall and police services to the residents of Stanwood.

PROPOSED MOTIONS

MOTION TO DIRECT STAFF TO PROCEED WITH THE DUE DILIGENCE EVALUATION OF THE STANWOOD COMMONS BUILDING FOR THE PURPOSES OF DETERMINING THE FEASIBILITY OF LOCATING A CIVIC CAMPUS IN THE CENTRAL DOWNTOWN DISTRICT.

MOTION TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A RIGHT OF ENTRY AGREEMENT WITH THE STANWOOD COMMONS BUILDING OWNER FOR THE PURPOSE OF CONDUCTING DUE DILIGENCE STUDIES ASSOCIATED WITH LOCATING A CIVIC CAMPUS FACILITY ON THE PROPERTY.

MOTION TO AUTHORIZE THE MAYOR OR CITY ADMINISTRATOR, TO SIGN THE CONTRACT SCOPE OF WORK AMENDMENT WITH MACKENZIE IN THE AMOUNT UP TO, BUT NOT EXCEEDING \$100,000.00 AS PER FINANCIAL POLICY.

MOTION TO AUTHROIZE THE MAYOR OR CITY ADMINISTRATOR TO SIGN ASSOCIATED TASK ORDERS IN AN AMOUNT NOT TO EXCEED \$50,000 FOR GEOTECHNICAL, STRUCTURAL AND SURVEY WORK NECESSARY TO SUPPORT THE STANWOOD COMMONS DUE DILIGENCE EVALUATIONS.

April 15, 2021

City of Stanwood
Attention: Patricia Love
10220 270th Street NW
Stanwood, WA 98292

Re: **Stanwood Civic Center**
Phase I – Commons Building Design Services
Project Number 2190151.04

Dear Patricia:

Mackenzie appreciates this opportunity, and we are pleased to present to the City of Stanwood (“Client”) the following preliminary scope of services for the Commons Building Design Services for the civic center campus feasibility and concept studies for police, city hall, and council chambers in Stanwood, WA. We are providing this summary as a preliminary draft for your review. After your review, a formal scope with fee proposal will be provided.

BASIS OF DESIGN

The following is our Basis of Design of our Scope of Services, which defines specific quantitative and qualitative information about the project representing our understanding of the Client’s criteria, requirements, goals, and expectations as relates to our Professional Services for the project.

It is understood that the primary Core Team for the Client will be comprised of Patricia Love as the project lead and primary point of contact, along with Jennifer Ferguson. During the project, Mackenzie will communicate via 30-minute bi-weekly conference call check-ins with Patricia Love and Jennifer Ferguson. City Council presentations have been defined within each individual phase as outlined under the Scope of Services.

The Client will not be hiring an owner's representative to facilitate the project on the Client’s behalf. Patricia Love, Community Development Director, will serve as a primary contact for owner-hired consultants.

We understand the following project parameters:

1. Information to be provided by City of Stanwood

- A. For kickoff:
 - I. Construction plans of existing Commons Building, including architectural, structural, civil and mechanical/electric/plumbing design.
 - II. FEMA Elevation Certificate for Commons Building by a surveyor.
- B. Future phase:
 - I. Survey of Commons Building site.
 - II. Geotechnical report for Commons Building.
 - III. Traffic report for Commons Building.

2. Project Goals

- A. Evaluate Commons Building (Design E):
 - I. Architectural, civil, structural, and Mechanical, Electrical, Plumbing engineering walk through of building and high level summary of feasibility.
 - II. Development of adjacency plans for City Hall, Council Chambers, Police, other tenants, and supporting spaces for Commons Building.
 - III. Development of façade 3D upgrade studies.
 - IV. Planning due-diligence review of code requirements and summary, and entitlements process.
 - V. Provide rough order of magnitude (ROM) cost estimate based on square footage area of proposed renovation.

3. Project Program

- A. A Needs Assessment Pre-Design Report was provided on August 29, 2019 by Mackenzie during the predesign phase of Design A. This predesign package includes visioning imagery from example projects and existing facility tours, a narrative of project goals, diagrams of project phasing options, a civil analysis report, a phase I design schedule, cost estimates, and a programming report. The current proposed scope does not include a revised report. It is anticipated that if the project is approved to go forward in September 2021, then the next design phase scope will include a revised report.
- B. The August 19, 2020 programming report produced the following outline of requirements for Design A. For Design E, the areas may be modified to accommodate existing conditions. Assumed programming requirements for move-in area(s):
 - I. Police Operations Divisions: 5,000 sf
 - II. Council Chambers and support spaces: 2,500 sf
 - III. City Administration/Community Development/Finance: 4,200 sf
 - IV. Common shared spaces: 6,000 sf, to be distributed among uses.
 - V. Police parking is a separate area.

4. Project Location

- A. Port Susan Commons Building: 9612 270th Street NW

5. Project Building Exterior – Commons Building

- A. The building exterior will be evaluated for renovation and changes in façade to represent a civic campus that reflects the values of Stanwood.

SCOPE OF SERVICES

Task 1: Feasibility Study

1. Commons Building site visit by architect, civil engineer, structural engineer, and mechanical/plumbing and electrical engineers. Anticipated to be one to two hours. Observations will be for general conditions only, and not include detailed existing conditions documentation. Observations will take place in separate groups following the State of Washington “Healthy Washington” plan distancing requirements for the current phase at the time of the meeting.
2. Meeting with the current building owner to discuss building existing conditions. A brief meeting may take place at the site, following the State of Washington “Healthy Washington” plan distancing requirements for the current phase at the time of the meeting. A follow-up meeting will take place via a video conference call.
3. Meeting with the police chief to discuss the usability of the site for a police station. A brief meeting may take place at the site, following the State of Washington “Healthy Washington” plan

- distancing requirements for the current phase at the time of the meeting. A follow-up meeting will take place via a video conference call.
4. Meeting with the Stanwood building/zoning department to discuss the Flood Plain Regulations for Police Station and prohibited uses. This meeting will take place via a video conference call.
 5. Create a summary memo of feasibility.
 - A. Civil summary to include parking lot current conditions and upgrade options.
 - B. Structural assessment to include a general summary with a determination that confirms if the building requires a seismic upgrade.
 - C. Architectural summary to include a summary of existing building use and condition, an overall concept site plan showing vehicular and pedestrian access, conceptual design block diagrams (based on existing building construction document floor plans) with adjacencies showing high level placement of city hall, police (if it is decided to pursue police at this location) and council chambers, as well as tenants and other uses, within the floor plan. Up to two feasibility plan options.
 - D. Summary by BCE for mechanical, electrical and plumbing systems, to include existing utility infrastructure, existing conditions, and high level summary of upgrade options.
 6. Cost estimate for the Commons Building feasibility will be high level ROM based on general overall areas.
 7. The development of the feasibility study will be in coordination with Patricia Love and Jennifer Ferguson through a series of meetings.
 8. Up to one presentation to City Council of the above Feasibility Studies. If City Council approves, continue to Task 2.

Task 2: Conceptual Design

1. Site visit by architectural team to site verify building existing conditions and dimensions, to capture and verify additional information not available on the plans. Create existing dimensioned floor plans based on verified floor plan layout, for an accurate basis of design.
2. Create adjacency floor plans with room by room layout and lease spaces based on the approved overall feasibility study. Up to two floor plan options.
3. Provide overall concept site plan showing vehicular and pedestrian access, and outdoor facilities. One site plan option.
4. Conceptual materials photo examples and schematic 3D render views of exterior improvements options. Up to two exterior views options.
5. Provide structural conceptual seismic upgrade scheme for use in cost estimating (if it was determined in Task 1 that a seismic upgrade is required).
6. Above documents will be developed in coordination with Patricia Love and Jennifer Ferguson through a series of meetings.
7. Updated ROM cost estimate.
8. Up to one presentation of above Design E information to City Council, include prior documentation comparison for Design A and Design C.

Deliverables

1. In lieu of a Needs Assessment Pre-Design report, for this proposed Commons Building design scope, Mackenzie and our consultants will provide the following:
 - A. Feasibility executive summary letter.
 - B. A one-page cost estimate summary for the Commons Building.
 - C. A civil recommendations narrative for the Commons Building parking lot.

- D. A Mechanical, Electrical and Plumbing recommendations narrative for the Commons Building.
- E. Structural assessment report and seismic upgrade scheme of existing Commons Building.
- F. A land use development narrative to include the following:
 - I. Summarize City design guidelines and criteria associated to site and building design requirements.
 - II. Summarize anticipated entitlement and permitting processes, procedures, and schedules.
- G. PDF copies of the design presentations as outlined in the Scope of Services above:
 - I. Original Design A and Design C as shown in attached Exhibit of April 8, 2021 City Council presentation.
 - II. Overall concept site plan of Commons Building showing vehicular and pedestrian access.
 - III. Adjacency floor plan diagrams of the Commons Building with room by room layout based on the approved overall feasibility study.
 - IV. Conceptual materials photo examples and schematic 3D render views of exterior improvements options.

It is anticipated that all City Council meetings will be held via remote video conference.

SCHEDULE

The schedule will be determined based on the City Council meeting schedule.



RIGHT OF ENTRY FORM

I, the undersigned, the owner(s) of Parcel(s) No. 32032400415300 and 32032400415200, do hereby grant and give freely and without coercion, the right of access and entry to said property in the City of Stanwood, its agencies, and contractor(s), for the purpose of conducting due diligence investigation for potential purchase which including but not limited to:

- Structural inspection of the building
- Structural inspection of retaining walls
- Conduct geotechnical core samples
- Conduct vehicular access assessment, including an evaluation of the parking lot condition
- Access to all interior rooms of the building, including occupied tenant spaces, plumbing, fire and mechanical rooms
- Conduct limited site survey

No other work shall be completed without the prior written authorization of the owner(s). This right of entry shall expire 90 days after the owner has signed this document.

The City will reasonably restore the affected property to the same or substantially similar condition as existed prior to the City's entry. The city will indemnify and hold harmless owner(s) from any and all injuries to city employees, consultants or contractors that might arise out of any activities on the above described property, including but not limited to any damages as a result of any damage or injury related to the above stated purpose. This indemnity provision shall survive the expiration of right of entry.

As consideration for this right of entry, the City agrees to provide a copy of the completed studies as related to property to the owner.

OLSON FAMILY GROUP LLC

Owner (Print Name)

Owner (Signature)

Date

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

Jennifer Ferguson, City Administrator

Date

