



Agenda
City Council Regular Meeting
April 9, 2026 | 7:00 PM

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Attend in-person or via Zoom ([join zoom](#))
Webinar ID: 828 1720 4486, Passcode: 396305, or call: (253) 215-8782

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Presentations**
- 5. Public Comments**
 - Verbal comments may be provided in person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting
- 6. Staff/Department Reports**
 - a. Police Compstat Report - March
 - b. AI Permit Review Software Project Summary
- 7. Council Committee Reports**
 - a. Community Development Committee Meeting Minutes - March 5, 2026
 - b. Finance & Personnel Committee Meeting Minutes - March 19, 2026
 - c. Parks Trails Advisory Committee Meeting Minutes- March 16, 2026
 - d. Public Works Committee Meeting Minutes - March 2, 2026
- 8. Consent Agenda**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve City Council Meeting Minutes - March 26, 2026
 - c. Approve City Council Workshop Minutes - March 26, 2026
 - d. Authorize the Mayor to Sign an On-Call PSA with Historical Research Associates for Historic Preservation Services
 - e. Authorize the Mayor to Sign a Contract with Gray & Osborne for the Design of the Pioneer Hills Lift Station Rehabilitation Project
- 9. Unfinished Business**
- 10. Public Hearing**
- 11. New Business**
 - a. Authorize the Mayor to Sign a Contract with Reaper Construction for the SR 532 & 72nd Ave Intersection Improvements Project
 - b. Adopt Resolution 2026-08 Support for Establishment of School Zone at SR 532 and 72nd Avenue
- 12. Public Closing Comments**

13. Executive/Legislative Reports

- a. Mayor's Report
- b. City Administrator's Report
- c. Councilmember's Reports/Questions

14. Recess to Executive Session

15. Adjourn

Upcoming Meeting Dates

Thursday, April 23, 2026, 5:00 pm - City Council Workshop

Thursday, April 23, 2026, 7:00 pm - City Council Meeting

Thursday, May 7, 2026, 7:00 pm - City Council Meeting



City of Stanwood City Council Staff Report

Item Number: 6.a.
Date: April 9, 2026
Subject: Police Compstat Report - March
Contact Person: Chief DeWitt
Attachments: 1. CompStat Report - March

ISSUE

Attached is the March 2026 Police Compstat Report for Council's review.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Glenn DeWitt

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

MARCH 2026

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

MARCH 2026

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	83.5%
School Resource Officer <small>No longer a PD employee - SCSO contract</small>	1	0	100%
Detective	1	0	100%

MARCH 2026

Stanwood Police Department



RECORDS UNIT

Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2026	2025	2024	2023	Year to Date
Public Records Requests	46	41	47	46	113
Concealed Pistol License Issued	48	31	28	47	174
Fingerprinting & Approx Time	18 4.5 hrs	21 5.25hrs	0 0.0 hrs	26 6.5 hrs	65 16.25 hrs

MARCH 2026

Stanwood Police Department

Message from the Chief



As we conclude the month of March, I would like to provide a brief overview of notable events and activities involving the Police Department.

Community Engagement

I had the opportunity to meet and speak in front of the Stanwood Rotary where I talked about some of my priorities. One of the attendees provided me with a brief history lesson about the City of Stanwood. I also had the opportunity to read to a few classes at Cedarhome Elementary School. The kids were all great and asked some thoughtful questions. It was a really positive interaction.

Parade

This month included the 2nd annual St. Patrick's Day festivities, highlighted by the "Shortest St. Patrick's Day Parade" sponsored by KISW. The event drew a strong turnout, created a positive community atmosphere, and proceeded safely thanks to coordinated efforts between event organizers, city public works employees, and our officers assigned to parade detail. The highlight was the mayor presenting the Daly Migs Show with a key to the city. Thankfully there were no drunk horses or other notable debauchery!

Police Call of Note

On Sunday March 22nd, deputies responded to an assault incident at the city library involving a report of lewd and unlawful behavior directed toward a female patron. Deputies arrived within minutes, located the suspect, and after a lengthy foot pursuit where he tried to steal a car, he was placed under arrest. As of this writing, he remains in custody on \$1,000 bail. The case has been accepted by the prosecutor's office and is moving forward through the appropriate legal channels.

Flock Cameras

On March 30th, the governor signed HB6002 regarding ALPR cameras. We are working together with the city and legal counsel to get the cameras turned back on.

On a lighter note, it's baseball season again. The M's hit four home runs in the first game of the season. Luke Railey is the third player in Mariner team history to hit a home run in the first three games of the season.

GO MARINERS!

Chief DeWitt

MARCH 2026

Stanwood Police Department

Detective Report



Stanwood Case 2026-1547 Theft

On 03-06-2026 Arlington Police Detective Phillips contacted Deputy Kargopoltsev regarding a theft that occurred at the CVS Pharmacy in Arlington. Cosmetics valued at over \$1,000.00 were stolen by subjects believed to be part of a Romanian Organized Crime group. Detective Phillips provided information suggesting the same group had visited the CVS Pharmacy in Stanwood.

Deputy Kargopoltsev contacted the manager at the CVS in Stanwood CVS and learned cosmetics valued at over \$3,000.00 had been stolen from the store on 02-20-2026. Deputy Kargopoltsev documented the unreported theft and collected video from the store. The female suspects in the Stanwood case are believed to be the same as in the Arlington case.



We are currently working with a Crime Analyst from the Kent Police Department in attempt to positively identify the suspects based on video images.

MARCH 2026

Stanwood Camano School District SCHOOL RESOURCE OFFICER



Mamma Mia!



An incredible performance of the hit musical "Mamma Mia!" was put on by Stanwood High School in March. Drama teacher Carrie James and dozens of students put in a lot of time and effort to make it all happen. Sold out shows and rave reviews were the norm for this amazing production. Congrats to all that made this great.



Cops Reading!

Members of the Stanwood Police Department were invited to Cedarhome Elementary to read to their students. On March 23rd Stanwood Police Chief dropped in to read to several classes. On March 25th Deputy Sarah Standish made an appearance and had a great time reading. School Resource Officer Deputy McCurry stopped in on March 27th and read to three 4th grade classes.

After School Issues

Area community businesses have expressed concerns with the Stanwood Camano School District and the Stanwood Police Department regarding unruly juvenile students flooding the Haggen, McDonalds, and YMCA areas after school. Reports of disruptive behavior, belligerent juveniles, and shoplifting have come in from businesses and community members. Stanwood Police and the Stanwood Camano School district are working together to come up with some communication to send out to school families to make them aware of the behavior issues. We ask the parents / guardians to help out by making sure their children are using our businesses and community areas properly, and behaving in a socially accepted manner. Community members have reported that they refuse to shop the local businesses during these hours due to the unacceptable juvenile behavior. About 100-120 high school students cross SR 532 daily to walk to town.

MARCH 2026

The following pages cover incidents data. This is also known as calls for service.

If 30 people call because there's a wreck in front of Haggen's, it counts here once.





TOTAL INCIDENTS - inside Stanwood city limits

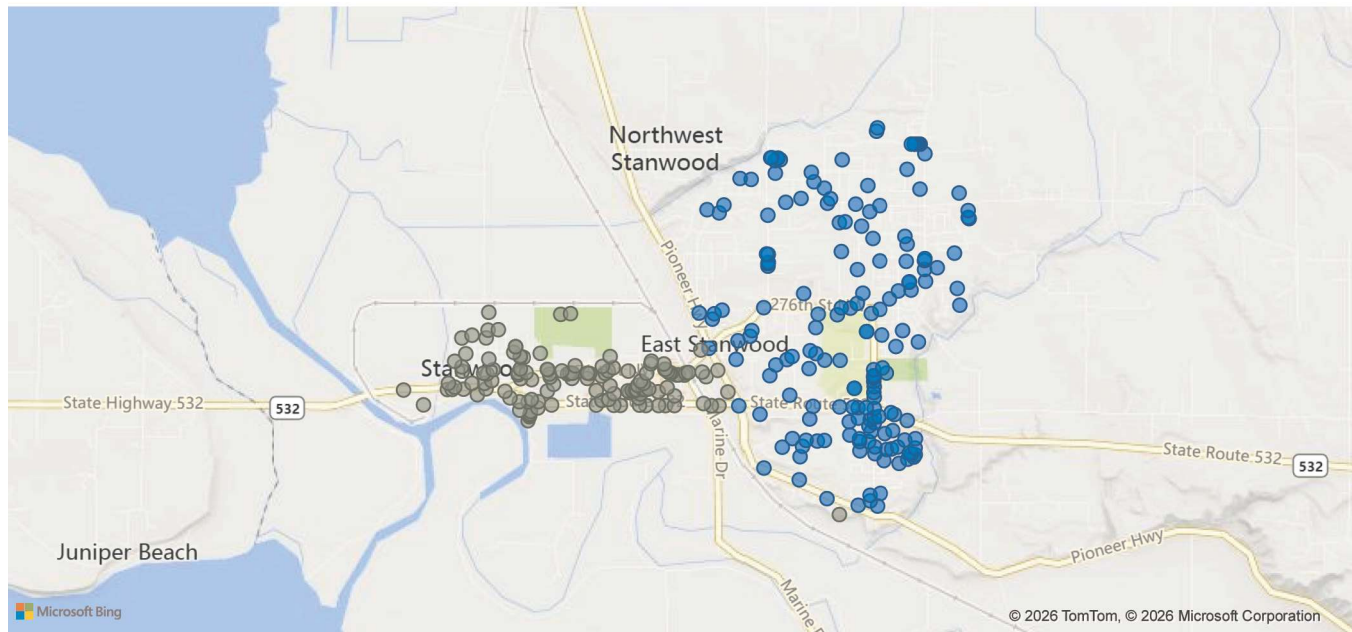
Total Incident Counts, Past 6 Full Months by Origination Type

Call Origination	2025			2026		
	Oct	Nov	Dec	Jan	Feb	Mar
	7	4	3	2	4	4
911 call	414	299	404	316	326	322
ASAP	6	14	11	8	8	21
Total	920	615	694	656	668	739

IncidentType	2025			2026		
	Oct	Nov	Dec	Jan	Feb	Mar
Abandoned Vehicle	6	9	7	5	2	3
Abuse of Person		3				2
AID					3	
Alarm	24	25	30	19	18	31
Animal	8	5	22	5	19	10
BHC	23	7	5	16	20	13
Collision	23	17	17	20	15	21
CPS		3	4	4	3	5
Death					2	2
DUI	12	12	6	12	6	2
EVICT		4	2			
Nuisance	7	16	8	12	7	5
SAR		1				
Suicide	4		1	3	5	4
Traffic	95	52	47	83	116	78
Welfare Check	20	13	8	10	17	10
Total	222	167	157	188	233	186

All incidents Past 1 Month - excludes victim privacy concerning incidents

Beat ● STWE ● STWW

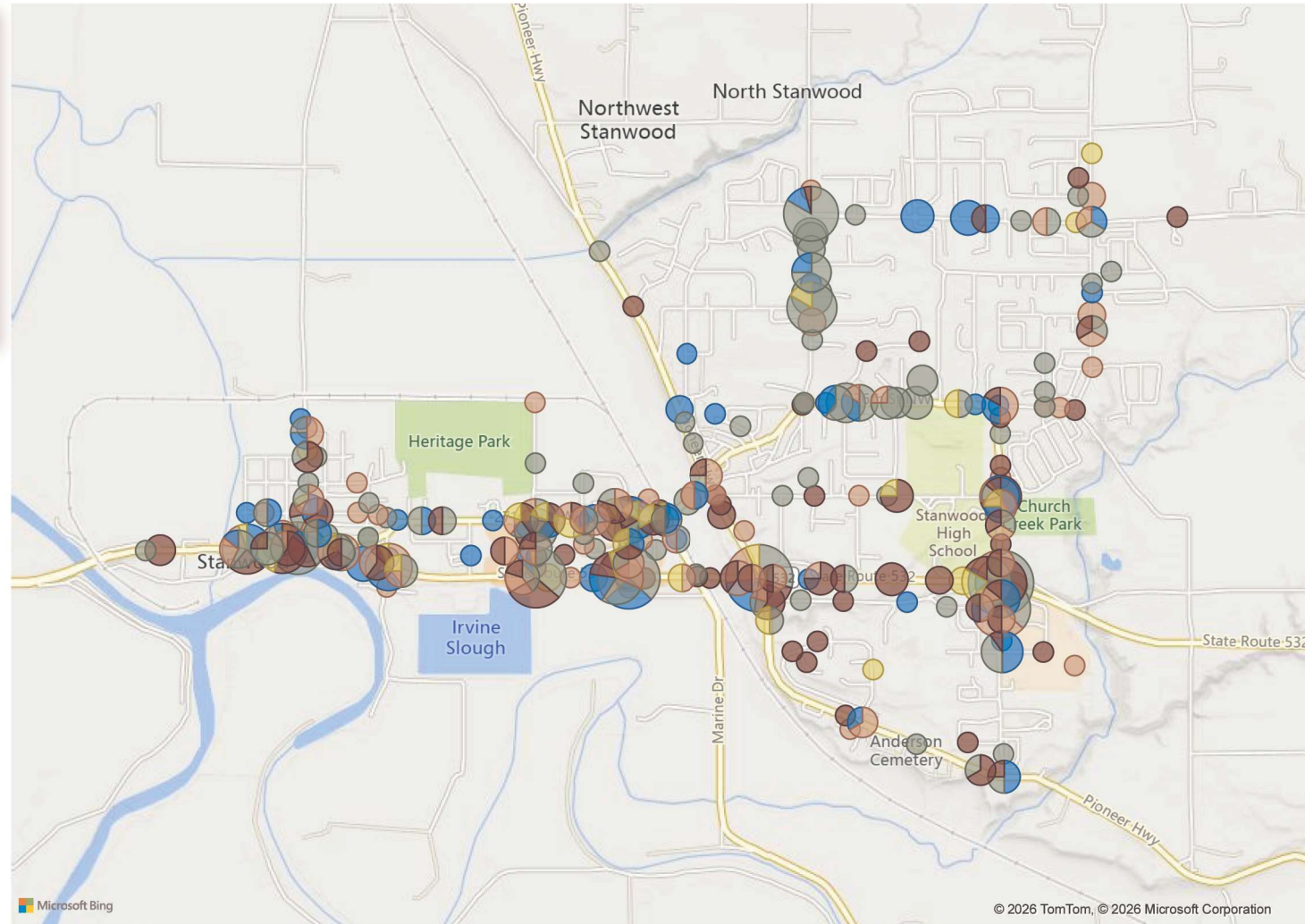




Tickets Written

Total Tickets	
Year	# of Tickets
2026	58
2025	192
2024	171
2023	314
2022	144
Total	879

Year ● 2022 ● 2023 ● 2024 ● 2025 ● 2026



Total Violations					
Charge Month	2022	2023	2024	2025	2026
Jan	6	19	22	23	26
Feb	11	39	16	27	29
Mar	14	27	13	25	21
Apr	4	18	24	18	
May	11	24	26	37	
Jun	25	34	21	12	
Jul	29	9	21	11	
Aug	30	37	11	27	
Sep	36	38	27	25	
Oct	11	112	28	20	
Nov	15	27	17	14	
Dec	23	29	27	13	
Total	215	413	253	252	76

The following pages cover case data.

The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

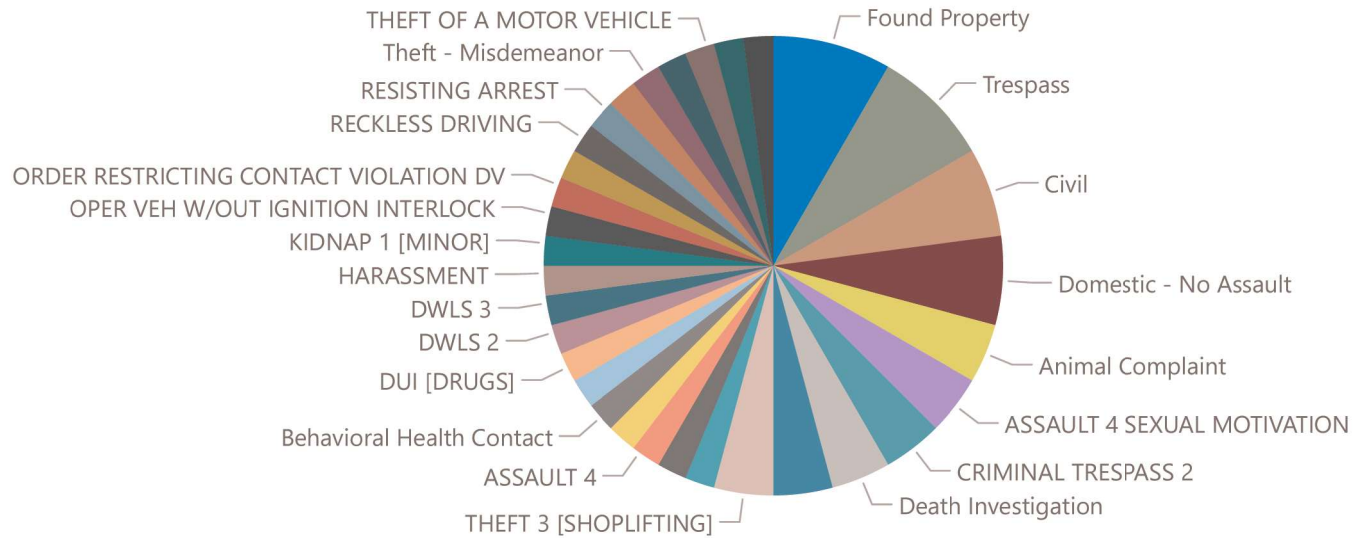




TOTAL CASES inside of City Boundaries

Total Cases Written													
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2026	41	47	45										133
2025	62	50	82	52	58	49	62	55	47	54	47	51	668
2024	47	52	64	59	58	63	62	64	59	66	67	55	715
2023	64	53	68	54	68	41	62	58	59	75	60	53	714

Previous calendar month, what charges are contained in cases we wrote?



Domestic Related Charges

Domestic Violence cases are not limited just to assault. This chart includes any cases where the statute differentiates between having a domestic relationship component to the crime versus a different statute if the victim and offender are not known to one another.



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2026													
Domestic - No Assault	6	5	3										14
Crime with a DV Component		2	2										4
2025													
RECKLESS ENDANGERMENT DV										1			1
Domestic - No Assault	6	6	4	4	4	2	2	6	5	6	6	8	59
Crime with a DV Component	2	4	4	2	2	4	5	1	3	4	3	2	36
ASSAULT 2 DV [PUB OFF-STRONGARM]						1							1
2024													
Domestic - No Assault	5	3	4	3	4	5	6	3	3	4	5	3	47
Crime with a DV Component	3	3	2	1	2	2	3	10	3	3	5	4	41
2023													
Domestic - No Assault	3	7	6	2	2	2	6	8	5	3	6		50
Crime with a DV Component		2	2	6	5		3	4	3	2	2	2	31

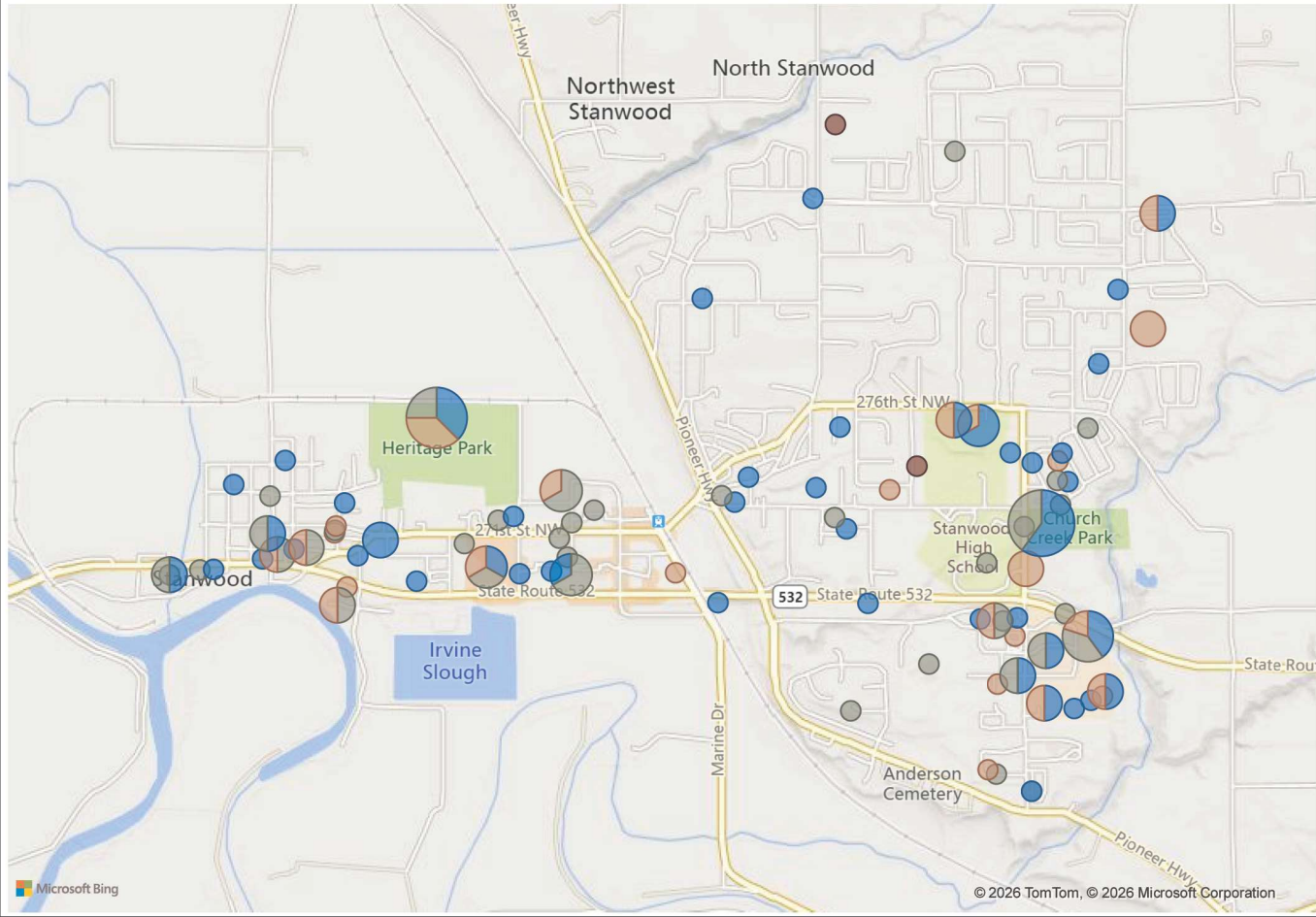


Malicious Mischief CASES excluding any with a DV component

Reported Month	2023	2024	2025	2026
Jan	9	2	3	1
Feb		2	1	1
Mar	7	3	1	
Apr	2	5	4	
May	5	1	1	
Jun	4		4	
Jul	4	6	1	
Aug	2	5	3	
Sep	3	6	2	
Oct	12	7	3	
Nov	7	3	2	
Dec	1	5	5	
Total	56	45	30	2

Count of CaseNumber by Year, Lat and Lon

Year ● 2023 ● 2024 ● 2025 ● 2026

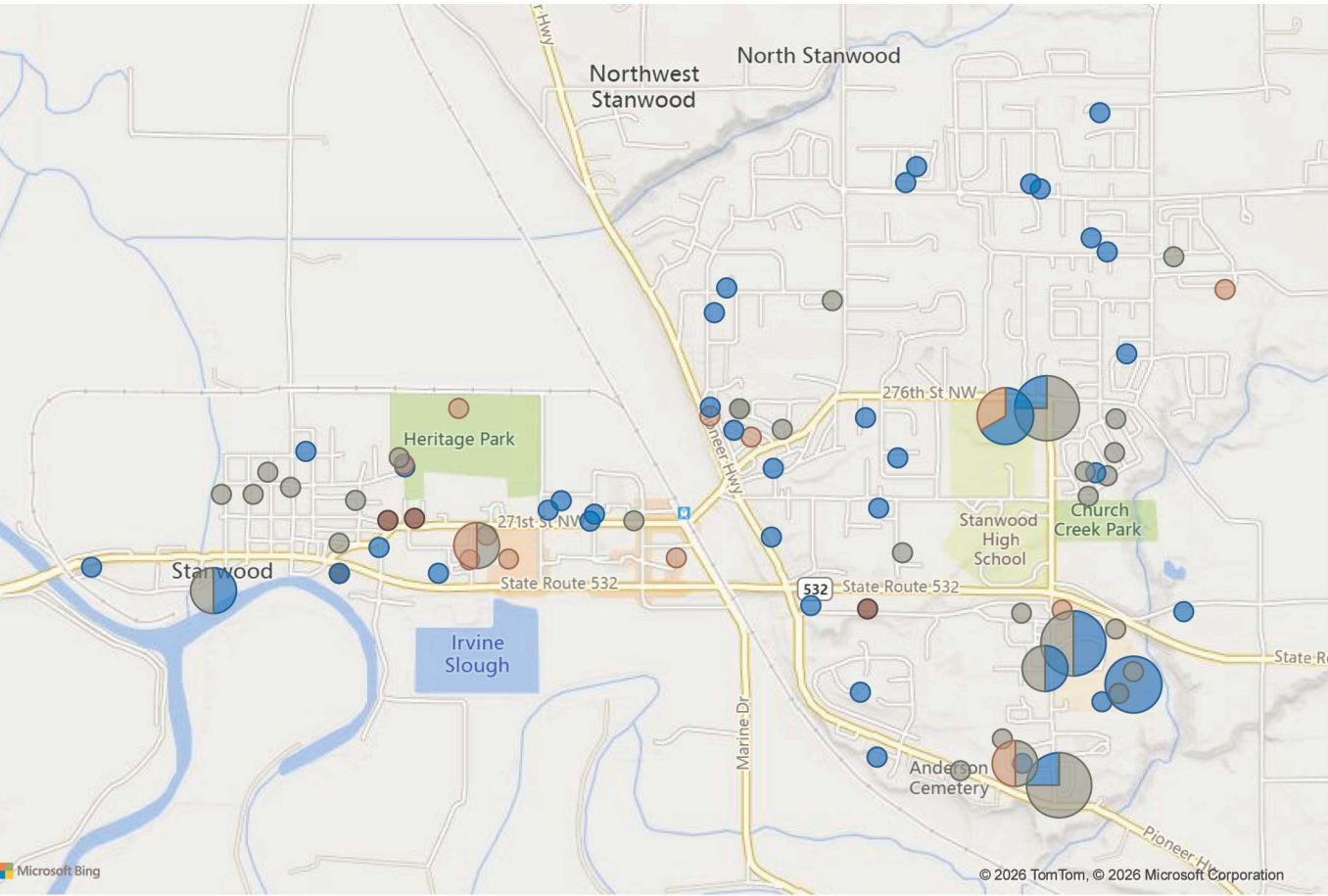




Auto Theft & Vehicle Prowl CASES

Count of CaseNumber by Year, Lat and Lon

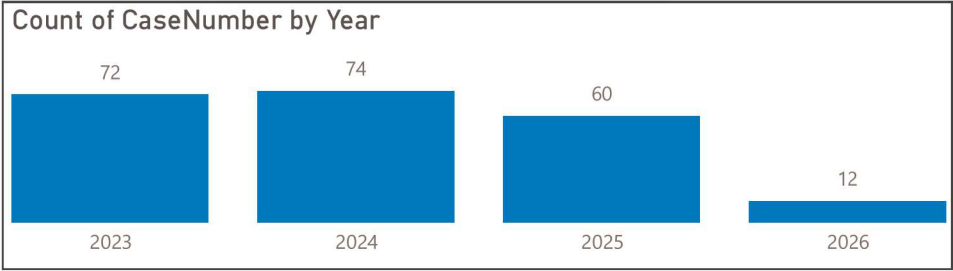
Year ● 2023 ● 2024 ● 2025 ● 2026



Auto Thefts & Vehicle Prowls	2023	2024	2025	2026
<input checked="" type="checkbox"/> Vehicle Prowl	21	12	3	
Jan		1		
Feb	1	4		
Mar	3	1		
Apr	1	2		
May	6		1	
Jun	1	2	1	
Jul	3		1	
Oct	5	1		
Nov	1			
Dec		1		
<input checked="" type="checkbox"/> Vehicle Theft	26	27	11	4
Jan	1		3	1
Feb	3	1		2
Mar	1	1		1
Apr	2		3	
May	1			
Jun	1	2	1	
Jul		1	2	
Aug		3		
Sep	2	6		
Oct	6	3	1	
Nov	8	4		
Dec	1	6	1	
Total	46	37	13	4

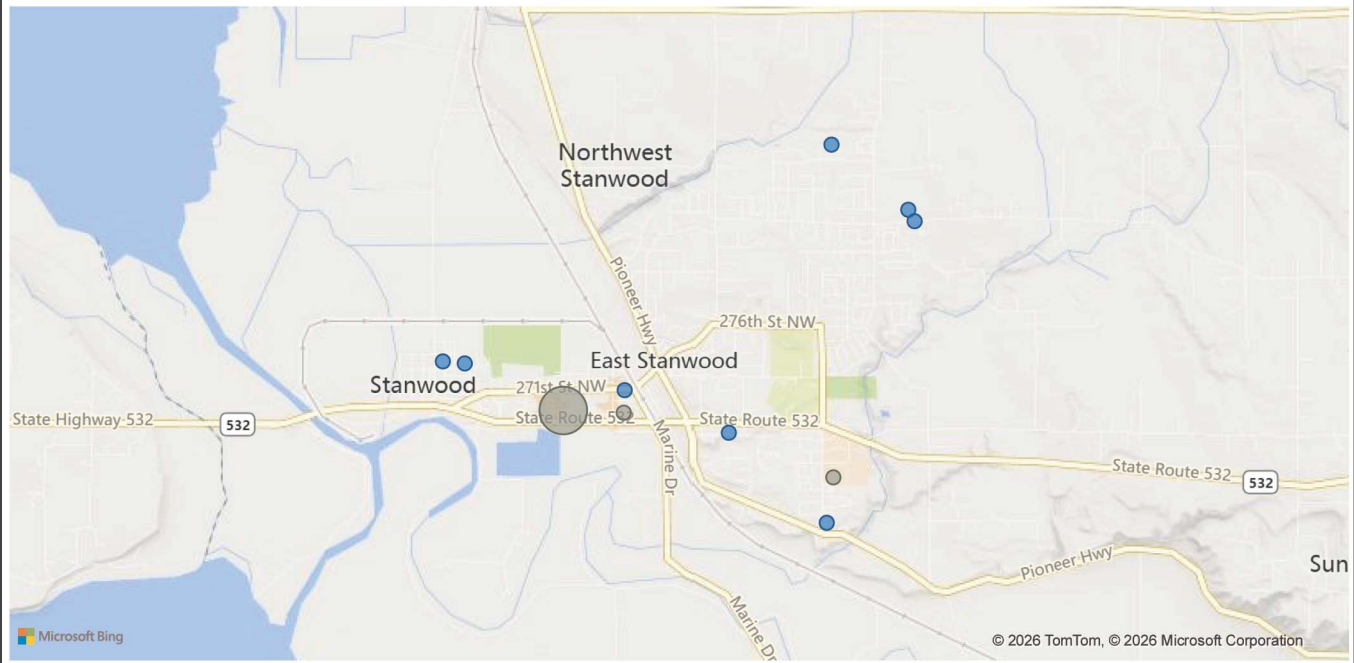


Theft CASES



Cases this Calendar Year

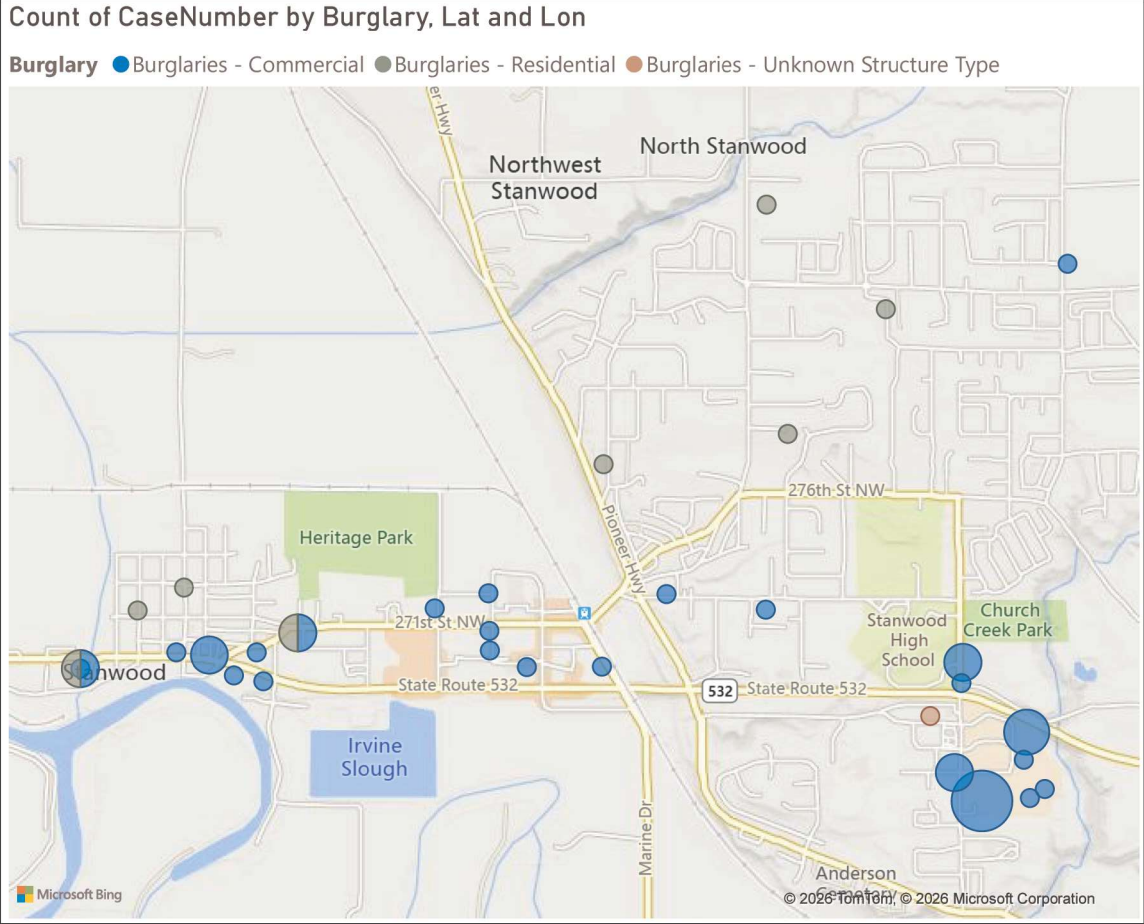
Thefts ● Theft 1, 2, & 3 (not shoplifting) ● Theft: Shoplifting & ORT



Thefts	2023	2024	2025	2026	Total
Thrift: Shoplifting & ORT	11	10	15	4	40
Jan	1	2	2	1	6
Feb	3		1		4
Mar	1		3	3	7
Apr		2	1		3
May		2	1		3
Jul			2		2
Aug			2		2
Sep	1	1			2
Oct	3	1			4
Dec	2	2	3		7
Thrift 1, 2, & 3 (not shoplifting)	61	64	45	8	178
Jan	9	5	7	2	23
Feb	4	7	3	4	18
Mar	6	8	3	2	19
Apr	7	6	1		14
May	8	2	3		13
Jun	5	2	6		13
Jul	5	9	2		16
Aug	1	7	3		11
Sep	5	8	6		19
Oct	4	2	3		9
Nov	4	5	5		14
Dec	2	2	2		6
Total	72	74	60	12	218



Burglary CASES



Burglary	2023	2024	2025	2026
Burglaries - Commercial	17	5	13	
Jan	2			
Feb	3	2	2	
Mar			1	
Apr	2		1	
May	2			
Jun	2		3	
Jul	2	1	1	
Sep			2	
Oct	1	1		
Nov	3	1	1	
Dec				2
Burglaries - Residential	1	4	2	1
Jan			1	
Feb		1		1
Apr		1		
May		1		
Jul	1			
Aug		1	1	
Burglaries - Unknown Structure Type			1	
Oct			1	
Total	18	9	16	1



**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

ITEM NUMBER: 6.b.
DATE: April 9, 2026
SUBJECT: AI Plan Review Project Summary
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: None

ISSUE

The purpose of this agenda item is to keep the Council informed on the status of the AI Plan Review Project.

BACKGROUND

In mid-2025, the City initiated the AI Plan Review Project for the purpose of using AI technology to streamline the permit review process. The primary objective of the project is to leverage AI to assist with routine and repetitive plan review tasks, such as code compliance checks and document analysis. By automating these functions, staff are able to dedicate more time and expertise to complex reviews, problem-solving, and direct customer engagement.

NebuLogic was selected as the preferred firm out of seven firms that responded to the City's Request for Proposals. Their proposal stood out because it offered a tailored, custom-built software solution designed specifically to integrate with the City's existing codes, standards, and workflows. This customized approach was attractive to the city because it can be adapted to the City's permitting needs, rather than relying on a one-size-fits-all platform.

PROJECT STATUS SUMMARY

The City Council approved the contract with NebuLogic in early November. Since that time, City staff and the NebuLogic team have been meeting on a weekly basis over the past five months to collaboratively develop the AI-powered permit review system.

The resulting system, PermitSight, is scheduled to go live beginning May 11. To support a successful launch, NebuLogic representatives will be on site to provide hands-on staff training and assist with system testing, ensuring the platform functions effectively and integrates smoothly into the City's permitting operations.

PermitSight™

Permit Compliance Review Platform

"Eliminate the unpredictable **'black box'** of city reviews"

 Reviewers

 Admins

 Supervisors

The PermitSight system is designed to function seamlessly alongside the City's existing iWorQ permit tracking system and the Bluebeam markup software, ensuring continuity with current workflows while enhancing overall efficiency. Rather than replacing existing tools, PermitSight works alongside with them to create a more streamlined and cohesive review process.

Staff will upload project plans directly into PermitSight once they are ready for review. The system then initiates an automated analysis, evaluating the submitted documents against applicable codes and standards. After completing its review, PermitSight generates feedback and marked up plans for further review by staff.

The PermitSight system is built upon six core functional components that establish the foundation for a consistent, thorough, and efficient plan review process. Once uploaded, the system identifies the specific permit type associated with each application. This classification is critical, as it determines the applicable codes, standards, and review criteria. Once the permit type is established, PermitSight systematically analyzes the relevant code sections tied to that project.

The system then begins its review of the plans and documents, identifying areas of compliance as well as any deficiencies or missing information. It then compiles its findings into a detailed report that highlights required corrections, provides suggested revisions, and references the applicable code sections to support each comment.

Core Concepts



Case

A permit application under review containing all related documents, findings, and history.



Discipline

A specific review area or department evaluating the case (e.g., Building, Fire, Planning).



Correction item

A specific issue identified during review that the applicant must address to achieve compliance.



Code citation

The specific referenced section of the municipal code supporting a finding.



Document markup

Visual callouts on plans (bounding boxes) highlighting the location of an issue.



Checklist

A structured set of required process steps to complete a review.



Report

Consolidated outputs summarizing findings and markups for the applicant.

During the review process, both managers and reviewers can track, monitor, and manage permit details. As the system evaluates a set of plans, each identified issue is clearly marked up directly within the documents. These markups are linked to specific correction items generated by the system, creating a direct connection between the plan and the corresponding code requirement.

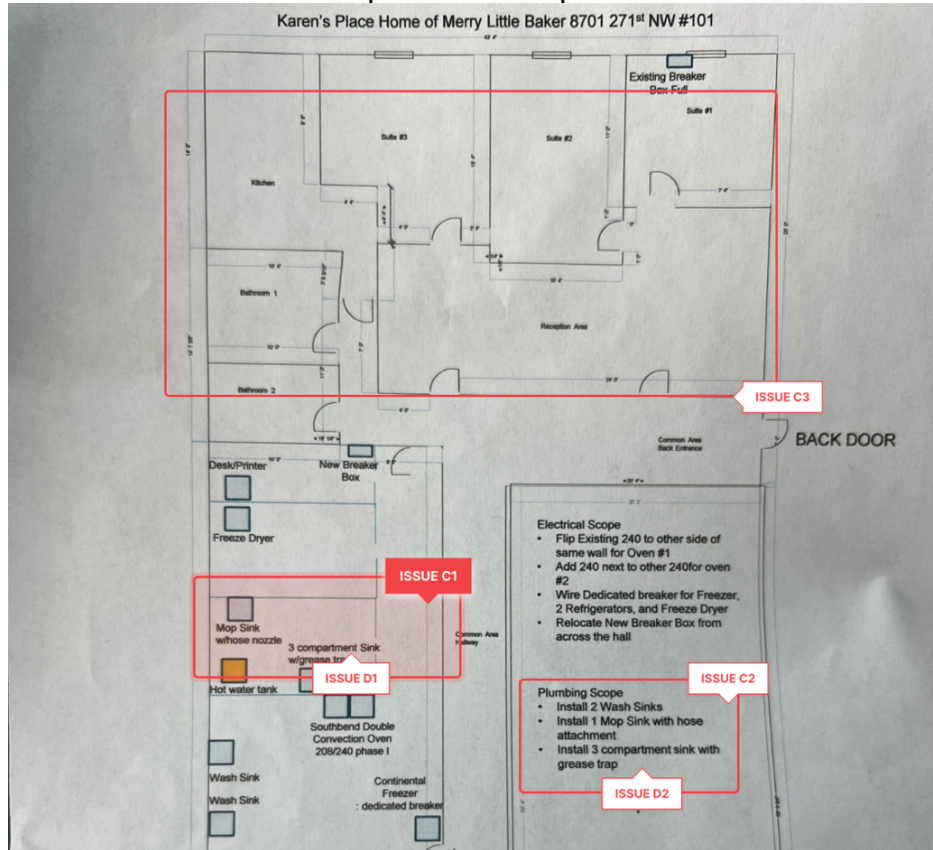
This provides clarity for both staff and applicants, making it easier to understand what issues have been identified, where they occur within the plans, and which code sections apply

In addition to the AI findings, staff maintains full authority over the review process. Reviewers can accept, modify, or reject the system’s suggested corrections, as well as add their own comments as needed. This flexibility ensures that the final review reflects professional judgment and accurately applies the City’s standards while still benefiting from the efficiency of using the AI system.

Key Review Actions

- Open the case and view the high-level case summary and timeline.
- Track review progress and handoffs by specific disciplines.
- Read through AI-identified findings, correction items, and citations.
- Validate, edit, or manually add new correction items as necessary.

Sample Marked-Up Plan



Finally, the system generates a comprehensive report summarizing all review findings. This report can be easily downloaded and incorporated directly into a formal correction letter, streamlining communication with applicants.

Output Package Components



PDF Review Report

Comprehensive summary of all findings, citations, and required corrections.



Plan Markups

Annotated plan sheets with bounding boxes linked directly to specific findings.



Data Export (CSV)

Structured data extract of all correction items for integration with other systems.

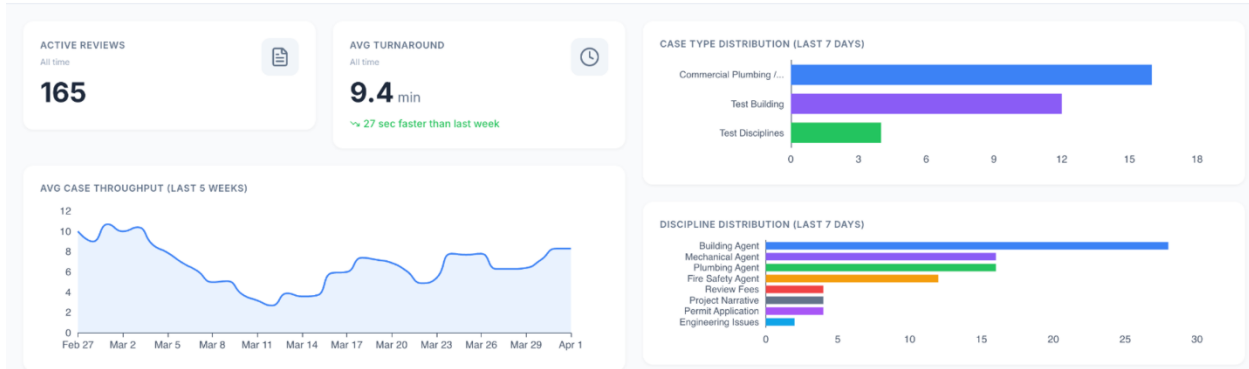


Cover Letter

Formal communication to the applicant summarizing the review status and next steps.

Based on testing of the pilot data during development, the system has demonstrated a significant reduction in review times. On average, PermitSight completes an initial plan review in approximately 9.5 minutes. This represents a substantial efficiency gain compared to traditional manual review processes, allowing staff to process applications more quickly while maintaining accuracy and consistency.

Review Dashboard





City of Stanwood City Council Staff Report

Item Number: 7.a.
Date: April 9, 2026
Subject: Community Development Committee Meeting Minutes -
March 5, 2026
Contact Person: Patricia Love, Community Development Director
Attachments: 1. Community Development Committee Meeting Minutes
03.05.2026

ISSUE

Community Development Committee Meeting Minutes 03/05/2026

**City of Stanwood
Regular Meeting of the Community Development Committee
March 5, 2026 | 5:00 PM**

Minutes

1. Call to Order

Steve Shepro called the meeting order at 5:06 pm.

2. Roll Call

Attendance:

Council Members Present:

Dani Gaumont
Steve Shepro
Robert Hicks

Staff Present:

Patricia Love, Community Development
Director
Ty Schroeder, Senior Planner

3. Unfinished Business

a. Depot Park Art Selection

The Committee is supportive of the first-choice art selection for Depot Park but would like to see the design modified to address potential safety concerns.

4. New Business

a. Grading and Stormwater Code Amendments

Council members had the following questions and comments on the proposed code amendments:

- When is a grading permit required?
- The Committee raised the concern of impacts of fill on adjacent properties.

b. Historic Preservation Ordinance

The Committee is supportive of the Historic Preservation Ordinance as long as it is a voluntary program that property owners can choose to participate in.

5. Adjourn

6:25 pm



City of Stanwood City Council Staff Report

Item Number: 7.b.
Date: April 9, 2026
Subject: Finance & Personnel Committee Meeting Minutes - March 19, 2026
Contact Person: David Hammond, Finance Director
Attachments: 1. Finance Committee Meeting Minutes - March 19, 2026

ISSUE

The minutes from the March 19, 2026, Finance and Personnel Committee meeting are attached to this staff report for Council's review.



Finance & Personnel Committee
Meeting Minutes
March 19, 2026

Councilmembers Present: Earl Cowan, Jeff Wheatley

Staff present: David Hammond Finance Director

The committee appointed Councilmember Wheatley to chair the committee meeting in Councilmember Bergman's absence; he then called the meeting to order at 5:02pm.

Agenda Items Discussed

1. Quarterly Report Format
Hammond reported back to the committee regarding alternative budget-to-actual report formats following the February Finance Committee meeting's discussion. He presented a new report and proposed to provide it monthly. The committee
2. The committee also briefly discussed the Finance Department Strategic Plan and workplan items.

Meeting adjourned at: 6:05 pm



City of Stanwood City Council Staff Report

Item Number: 7.c.
Date: April 9, 2026
Subject: Parks Trails Advisory Committee Meeting Minutes- March 16, 2026
Contact Person: Alan Lytton, City Engineer
Attachments: 1. Parks Trails Advisory Committee Meeting Minutes - March 16, 2026

ISSUE

The minutes from the March 16, 2026 Parks Trails Advisory Committee meeting are attached to this staff report for Council's review.



Parks and Trails Advisory Committee Meeting Minutes March 16, 2026

1. Call to Order

The meeting was called to order at **3:00 PM**.

2. Roll Call

Members Present:

- Cody Davis
- Dave Hall
- Gordy Holmes

Members Present via Virtual Attendance:

- Arie De Quilletes

Members Absent:

- Matt Withers
- Lisa Bruce
- Megan Heiss

Staff Present:

- Alan Lytton, City Engineer
- Amanda Slattery, PW and Parks Administrative Associate
- Kevin Pelham, Parks Lead

3. Public Comments

No Public Comments

4. Unfinished Business

a. Church Creek Picnic Shelter: Committee reviewed shelter design options and provided feedback. Preferred natural heavy timber styles (Photos 1 & 2) with pitched roofs and green metal roofing. Discussed adding rock/protection at post bases for vandalism. Runner-up preference was Photo 6. Committee preferred to avoid industrial-style designs. One absent member supported A-frame metal roof with rock pillars (Photo 7).

Action: None (discussion only).

5. New Business

a. PTAC Priority List Review

Committee reviewed the current priority list. Agreed to revisit in June to confirm priorities with new members. No Action Taken

b. Heritage Park Master Plan

Staff presented the adopted and updated master plans for review. No action taken.

c. Heritage Park Field Lighting & Turf Discussion

Committee reviewed lighting estimates (1 field and 3 field options). Staff shared preliminary turf cost estimates. Staff will seek Council approval to apply for RCO grant for field lighting. No Action Taken

6. Park Project Updates

Staff provided updates on current park projects. No action taken.

7. Committee Member Comments

Concerns raised about unauthorized bike path along Church Creek area.

Request made for meeting reminders prior to meetings. Staff will explore notification options within City communication limitations.

8. Adjourn

The meeting was adjourned at **3:45 PM**.



City of Stanwood City Council Staff Report

Item Number: 7.d.
Date: April 9, 2026
Subject: Public Works Committee Meeting Minutes - March 2, 2026
Contact Person: Amanda Slattery, Public Works Office Specialist
Attachments: 1. Minutes 03.02.2026

ISSUE

The minutes from the March 2, 2026 Public Works Committee meeting are attached to this staff report for Council's review.



ATTENDANCE:

COUNCILMEMBERS: Darren Robb (Chair), Andreena Bergman, Robert Hicks

COUNCILMEMBERS ABSENT: None

CITY STAFF: Public Works Director Kevin Hushagen, City Engineer Alan Lytton, Business and Amanda Slattery, Public Works and Parks Administrative Associate

The meeting was conducted in person at the Public Works Wastewater Treatment Plant.

CALL TO ORDER

The meeting was called to order at 5:40 p.m.

NEW BUSINESS

a. Grading and Stormwater Code Amendment Discussion:

Staff presented the draft amendments to the Grading and Stormwater Codes. The Committee discussed the proposed changes and asked clarifying questions.

No action taken.

b. Depot Park Art Project Discussion:

The Committee reviewed the top six art submissions for Depot Park selected by the review panel. The Committee felt the art pieces did not match their original vision for the park. They said they would prefer something more related to the train or depot theme. They also shared concerns about placing a large art piece in the park, especially during events like the Tree Lighting Ceremony. Since the park is small, they would rather keep the space open.

The Committee discussed the idea of adding a mural to the large wall behind the park instead, as they felt that may be a better fit for the space. They also mentioned they had understood the art would be interactive for children and did not feel the submitted pieces met that expectation.

Discussion only. No action taken.

c. 272nd and 76th Watermain Replacement Scope and Fee:

Staff presented information regarding the proposed combined 272nd and 76th Watermain Replacement Project. The Committee expressed support for the project.

Discussion only. No action taken.

d. 272nd and 72nd St NW Sidewalk Improvement Project:

Staff presented the project drawings and reviewed the proposed sidewalk alignment. The Committee was informed that the project is currently out for bid and that final bid results will be brought forward to Council for approval.

Discussion only. No action taken.



4. COMMITTEE COMMENTS

None.

5. STAFF COMMENTS

None.

6. ADJOURN

The meeting adjourned at 7:25 p.m.



City of Stanwood City Council Staff Report

Item Number: 8.a.
Date: April 9, 2026
Subject: Approve Vouchers and Payroll Checks
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Vouchers and Payroll Checks

ISSUE

Approve issuance of Washington Federal Bank checks 40372 through 40433, and electronic fund transfers in the amount of \$361,843.04 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$49,150.

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40372 THROUGH 40433 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$361,843.04. AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$49,150.”

CHECK REGISTER

City Of Stanwood

Time: 08:16:27 Date: 04/01/2026

03/17/2026 To: 03/31/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1381	03/23/2026	Payroll	3	EFT		3,350.00	March 2026 Draw
1382	03/23/2026	Payroll	3	EFT		1,800.00	March 2026 Draw
1383	03/23/2026	Payroll	3	EFT		2,500.00	March 2026 Draw
1384	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1385	03/23/2026	Payroll	3	EFT		1,100.00	March 2026 Draw
1386	03/23/2026	Payroll	3	EFT		1,000.00	March 2026 Draw
1387	03/23/2026	Payroll	3	EFT		2,400.00	March 2026 Draw
1388	03/23/2026	Payroll	3	EFT		4,000.00	March 2026 Draw
1389	03/23/2026	Payroll	3	EFT		4,000.00	March 2026 Draw
1390	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1391	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1392	03/23/2026	Payroll	3	EFT		1,800.00	March 2026 Draw
1393	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1394	03/23/2026	Payroll	3	EFT		1,500.00	March 2026 Draw
1395	03/23/2026	Payroll	3	EFT		2,700.00	March 2026 Draw
1396	03/23/2026	Payroll	3	EFT		3,000.00	March 2026 Draw
1397	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1398	03/23/2026	Payroll	3	EFT		500.00	March 2026 Draw
1399	03/23/2026	Payroll	3	EFT		6,000.00	March 2026 Draw
1400	03/23/2026	Payroll	3	EFT		1,500.00	March 2026 Draw
1401	03/23/2026	Payroll	3	EFT		2,000.00	March 2026 Draw
1536	03/26/2026	Claims	3	EFT	Atwell, LLC	6,863.75	City of Stanwood
1537	03/26/2026	Claims	3	EFT	BHC Consultants, LLC	9,636.77	City of Stanwood
1538	03/26/2026	Claims	3	EFT	Bowman Consulting Group, Ltd	1,017.50	City of Stanwood
1539	03/26/2026	Claims	3	EFT	Addison M Chism	29.36	City of Stanwood
1540	03/26/2026	Claims	3	EFT	Databar Inc.	53.01	8952
1541	03/26/2026	Claims	3	EFT	Databar Inc.	1,921.68	8952
1542	03/26/2026	Claims	3	EFT	Databar Inc.	2,065.61	8952
1543	03/26/2026	Claims	3	EFT	Databar Inc.	1,939.98	8952
1544	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	310.00	4103221
1545	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	416.00	4103221
1546	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	35.00	4103221
1547	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	26.00	4103221
1548	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	273.00	4103221
1549	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	26.00	4103221
1550	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	26.00	4103221
1551	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	416.00	4103221
1552	03/26/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	289.00	4103221
1553	03/26/2026	Claims	3	EFT	ICONIX Waterworks (US) Inc.	80.53	CITSTA
1554	03/26/2026	Claims	3	EFT	ICONIX Waterworks (US) Inc.	1,086.31	CITSTA
1555	03/26/2026	Claims	3	EFT	Lakeside Industries, Inc.	1,390.03	108469
1556	03/26/2026	Claims	3	EFT	Maul Foster Alongi, Inc.	4,105.00	City of Stanwood
1557	03/26/2026	Claims	3	EFT	Maul Foster Alongi, Inc.	1,831.25	City of Stanwood
1558	03/26/2026	Claims	3	EFT	Maul Foster Alongi, Inc.	3,521.62	City of Stanwood
1559	03/26/2026	Claims	3	EFT	Owen Equipment Co.	437.00	36577
1560	03/26/2026	Claims	3	EFT	Perteet Inc.	7,638.75	City of Stanwood
1561	03/26/2026	Claims	3	EFT	Perteet Inc.	2,270.00	City of Stanwood
1562	03/26/2026	Claims	3	EFT	Perteet Inc.	1,568.75	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 08:16:27 Date: 04/01/2026

03/17/2026 To: 03/31/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1563	03/26/2026	Claims	3	EFT	Springbrook Holding Company LLC	98.37	City of Stanwood
1564	03/26/2026	Claims	3	EFT	Springbrook Holding Company LLC	315.34	City of Stanwood
1565	03/26/2026	Claims	3	EFT	Springbrook Holding Company LLC	61.20	City of Stanwood
1566	03/26/2026	Claims	3	EFT	Springbrook Holding Company LLC	67.39	City of Stanwood
1567	03/26/2026	Claims	3	EFT	Springbrook Holding Company LLC	36,031.88	City of Sanwood
1568	03/26/2026	Claims	3	EFT	Stanwood Auto Parts	19.13	56100
1569	03/26/2026	Claims	3	EFT	TMG Services Inc	281.99	1920010
1570	03/26/2026	Claims	3	EFT	TMG Services Inc	342.22	1920010
1571	03/26/2026	Claims	3	EFT	TMG Services Inc	1,448.82	1920010; 1920010; 1920010
1572	03/26/2026	Claims	3	EFT	Nathan D Towse	179.00	City of Stanwood
1573	03/26/2026	Claims	3	EFT	Transpo Group USA, Inc	14,397.50	City of Stanwood
1574	03/26/2026	Claims	3	EFT	Transpo Group USA, Inc	3,640.00	City of Stanwood
1575	03/26/2026	Claims	3	EFT	Vestis	52.68	937963000
1576	03/26/2026	Claims	3	EFT	Vestis	52.68	937963000
1577	03/26/2026	Claims	3	EFT	Vestis	52.68	937963000
1578	03/26/2026	Claims	3	EFT	Aaron M Weinberg	471.52	City of Stanwood
1636	03/26/2026	Claims	3	EFT	WA St Dept of Revenue **	24,165.63	February Excise Tax Payment
1637	03/26/2026	Claims	3	EFT	HSA Bank	7.50	March Fee
1693	03/31/2026	Claims	3	EFT	US Bank	14,184.39	4485 5945 5564 1495
1579	03/26/2026	Claims	3	40372	Cascade Natural Gas Corp	1,485.28	127 540 0000 3; 953 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 608 440 0000 4
1580	03/26/2026	Claims	3	40373	Correct Equipment, Inc.	5,209.42	City of Stanwood
1581	03/26/2026	Claims	3	40374	General Code, LLC	9,235.50	ST4659; ST4659
1582	03/26/2026	Claims	3	40375	General Pacific, Inc.	199.62	101681
1583	03/26/2026	Claims	3	40376	Gray & Osborne Inc	16,978.39	City of Stanwood
1584	03/26/2026	Claims	3	40377	Holsapple, Denise & Warlick, Catherine	436.54	03 2515 10 - 27514 82ND DR NW
1585	03/26/2026	Claims	3	40378	Hamilton Lumber & Rentals	278.93	66; 66; 66
1586	03/26/2026	Claims	3	40379	Harmesen LLC	25,302.21	City of Stanwood CHRM-0322
1587	03/26/2026	Claims	3	40380	Housing Authority of Snohomish County	1,899.00	City of Stanwood
1588	03/26/2026	Claims	3	40381	Johnson Barrow LLC	400.27	City of Stanwood
1589	03/26/2026	Claims	3	40382	Kitsap Tractor & Equipment	91.40	CITYO031
1590	03/26/2026	Claims	3	40383	Lawson Products Inc	187.82	10391439
1591	03/26/2026	Claims	3	40384	Lenz Enterprises, Inc.	3,623.92	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1592	03/26/2026	Claims	3	40385	Les Schwab Tire Centers	426.04	S34-00006
1593	03/26/2026	Claims	3	40386	National Barricade Co LLC	180.01	City of Stanwood
1594	03/26/2026	Claims	3	40387	O'Reilly Auto Parts	73.01	1872464; 652737
1595	03/26/2026	Claims	3	40388	ODP Business Solutions, LLC	435.67	36274097
1596	03/26/2026	Claims	3	40389	PSOMAS	3,905.34	City of Stanwood
1597	03/26/2026	Claims	3	40390	PUD Of Snohomish County *	17,434.95	200367373; 200633634; 200240505; 202423729; 200208858; 200738672; 200128742; 224533513; 200592889
1598	03/26/2026	Claims	3	40391	PacWest Machinery	776.96	29765570
1599	03/26/2026	Claims	3	40392	Pitney Bowes Inc- Global Financial Svc	240.88	0013214658
1600	03/26/2026	Claims	3	40393	Quality Controls Corporation	5,462.59	City of Stanwood

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City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1601	03/26/2026	Claims	3	40394	Reece Construction Company	2,621.01	City of Stanwood
1602	03/26/2026	Claims	3	40395	Refund - Visible Coffee Roasters	50.00	City of Stanwood
1603	03/26/2026	Claims	3	40396	Republic Services, Inc. #197	1,434.85	3-0197-0080305
1604	03/26/2026	Claims	3	40397	Joseph & Kayla Eidsness	65.38	04 1678 10 - 6513 281ST ST NW
1605	03/26/2026	Claims	3	40398	Ricoh USA, Inc-Maint	277.74	1316669-3800642
1606	03/26/2026	Claims	3	40399	Ricoh USA, Inc.	208.67	1316669-Combined Inv
1607	03/26/2026	Claims	3	40400	C/O Lindsey Ryan SCCFOA	30.00	City of Stanwood
1608	03/26/2026	Claims	3	40401	Safeway	165.14	191483; 191483
1609	03/26/2026	Claims	3	40402	Skagit Farmers Supply	2,214.99	135052; 135052; 135052; 135052; 135052; 135052
1610	03/26/2026	Claims	3	40403	Sno Co District Court	1,050.33	DCT34003; DCT34003
1611	03/26/2026	Claims	3	40404	Sno Co Human Services Dept *	598.39	HSALC021
1612	03/26/2026	Claims	3	40405	Sno Co Information Services *	15,423.63	DIS1107
1613	03/26/2026	Claims	3	40406	Sno Co Prosecuting Attorney *	20.00	City of Stanwood
1614	03/26/2026	Claims	3	40407	Sno Co Treasurer	4.65	City of Stanwood
1615	03/26/2026	Claims	3	40408	Snohomish County Treasurer	895.92	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1616	03/26/2026	Claims	3	40409	Sound Publishing, Inc.	330.48	14104597
1617	03/26/2026	Claims	3	40410	Stanwood Ace Hardware #14901	168.25	20013; 20013; 20013
1618	03/26/2026	Claims	3	40411	Stanwood Camano Arts Advocacy Commission	16,467.75	City of Stanwood; City of Stanwood
1619	03/26/2026	Claims	3	40412	Stanwood Car Care	390.59	
1620	03/26/2026	Claims	3	40413	Stanwood Redi-Mix, Inc.	1,434.56	1CI090
1621	03/26/2026	Claims	3	40414	Stilly Auto Parts LLC	59.00	27197
1622	03/26/2026	Claims	3	40415	Studio Meng Strazzara	50,674.10	City of Stanwood
1623	03/26/2026	Claims	3	40416	USA Bluebook	2,610.59	478228; 478228
1624	03/26/2026	Claims	3	40417	Verizon Wireless	408.30	742373248-00001
1625	03/26/2026	Claims	3	40418	WA Assn Sheriffs/ Police Chiefs	120.00	City of Stanwood
1626	03/26/2026	Claims	3	40419	WA St Dept of Licensing *	1,284.00	City of Stanwood
1627	03/26/2026	Claims	3	40420	WA St Dept of Licensing *	984.00	City of Stanwood
1628	03/26/2026	Claims	3	40421	WA St Treasurer	4,126.89	City of Stanwood; City of Stanwood
1629	03/26/2026	Claims	3	40422	WSDOT- Cashier's Office	132.67	SW00152380 2
1630	03/26/2026	Claims	3	40423	Washington State Patrol *	216.00	0000015959
1631	03/26/2026	Claims	3	40424	Wave Broadband	163.54	3201-0316545-01
1632	03/26/2026	Claims	3	40425	Western Exterminator Company	796.20	683591; 683591; 683591; 683591
1633	03/26/2026	Claims	3	40426	ZiPLY Fiber	117.37	360-939-0579-080320-5
1694	03/31/2026	Claims	3	40427	All Phase Electric Supply Co.	5,458.91	Lk-82940 City of Stanwood
1695	03/31/2026	Claims	3	40428	Hamilton Lumber & Rentals	26.22	66
1696	03/31/2026	Claims	3	40429	Handy's Heating, INC	5,705.14	City of Stanwood
1697	03/31/2026	Claims	3	40430	Puget Sound Hardware, Inc	66.45	City of Stanwood
1698	03/31/2026	Claims	3	40431	Snohomish County Treasurer	48.92	
1699	03/31/2026	Claims	3	40432	Stanwood City Utility	3,609.44	4962; 2964; 5333; 4916; 3439; 2965; 2886; 2749; 2741; 2416; 1675; 1573; 1587; 1674; 2688; 1473; 1348; 1332; 1328; 1271; 1241; 1075; 5530; 5554; 4724; 4252; 5334
1700	03/31/2026	Claims	3	40433	WA St Auditor's Office	1,975.40	City of Stanwood
						148,722.16	001 General Fund
						8,190.00	101 Street Fund
						50,695.19	103 Street Construction Fund

CHECK REGISTER

City Of Stanwood

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	104 Park And Trail	Improvement Fund			5,090.37	
	110 Building	Improvement Fund			58,312.85	
	115 Tourism And	Marketing			1,963.86	
	401 Sewer	Fund			56,852.18	
	403 Sewer	Construction Fund			427.35	
	410 Drainage	Fund			13,484.59	
	411 Drainage	Construction Fund			223.85	
	421 Water	Fund			37,025.00	
	422 Water	Construction Fund			25,536.76	
	630 Agency	Fund			4,468.88	
						Claims: 361,843.04
	* Transaction Has Mixed Revenue And Expense Accounts				410,993.04	Payroll: 49,150.00

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer Tim Niebrugge Date: 4/1/20226
 () Deputy Finance Director



City of Stanwood City Council Staff Report

Item Number: 8.b.
Date: April 9, 2026
Subject: Approve City Council Meeting Minutes - March 26, 2026
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Meeting Minutes

ISSUE

The City Council meeting minutes for March 26, 2026, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE MARCH 26,2026, CITY COUNCIL MEETING MINUTES AS PRESENTED."

City of Stanwood
Regular Meeting of the City Council
March 26, 2026 | 7:00 PM

Minutes

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Robb led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Earl Cowan, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, City Engineer Alan Lytton, City Attorney Nikki Thompson, Police Sgt. Karl Gilje, Police Sgt. Kori Oyetuga, Deputy City Clerk Barbara Vasquez and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Mayor Roberts requested to amend the agenda by adding item 13. Executive Session to discuss pending litigation.

*Motion by Councilmember Hicks, second by Councilmember Robb to approve the agenda as amended. **Motion carried unanimously.***

4. Presentations

a. Lincoln Hill High School Update - Student Representative Patrick Rogers

Patrick Rogers updated Council on student events at Lincoln Hill High School:

- Rogers attended the second annual Educational Service District 189 Student School Board Retreat.
- Several students volunteered to help serve breakfast at the Stanwood-Camano Area Foundation Philanthropy Awards Breakfast on Friday, March 20th.
- The third annual pancake breakfast was held on March 26, 2026.
- A school-wide field trip to the Museum of Pop Culture is scheduled for March 31st.
- The Student Round-Table Conference is scheduled for April 1st and 2nd.
- The Leadership Team finished production of a video focusing on why students choose to attend Lincoln Hill High School.

b. Washington State Auditor's Office Exit Briefing

Kirk Gadbois and Heidi Shelton presented the Washington State Auditor's Office Exit Briefing. Stanwood's fiscal year 2024 financial statements were the focus of this year's audit. The two-part audit included accuracy of the numbers and internal controls behind how those financial statements are prepared. The auditor did not find any significant deficiencies or material weaknesses on the internal controls to report. The independent auditor's opinion on the prepared financial statements is a good, clean, unmodified opinion.

c. Waste Management 2025 Annual Report

Chris Clark and Karissa Miller presented the 2025 Waste Management Annual Report via Zoom. Due to a delayed voice coming through speakers, it was hard to hear the presentation.

5. Public Comments

Name	City of Origin	Topic
Carrie Richardson	Stanwood	Rotating outdoor art.
Tim Schmitt	Stanwood	I.C.E. programs.

6. Staff/Department Reports

a. Downtown District Advisory Committee Meeting Summary

7. Council Committee Reports

a. Planning Commission Meeting Minutes - February 2, 2026

b. Public Safety Committee Meeting Minutes - March 12, 2026

8. Consent Agenda

a. Approve Vouchers and Payroll Checks

b. Approve City Council Meeting Minutes - March 12, 2026

Motion by Councilmember Gaumont, second by Councilmember Hicks to approve consent agenda items A. approval of vouchers and payroll checks, and B. approve city council regular meeting minutes for March 12, 2026.

Motion carried unanimously.

9. Unfinished Business

No unfinished business.

10. Public Hearing

No public meeting.

11. New Business

a. Adopt Resolution 2026-05 Indigent Defense Services Standards

*Motion by Councilmember Wheatley, second by Councilmember Shepro to adopt Resolution 2026-05 Adopting Updated Indigent Defense Services Standards. **Motion carried unanimously.***

b. Accept Department of Commerce Grant for Twin City Plaza Site Clean Up and Authorize the Mayor to Sign a Task Order with Maul Foster Algoni for the Grant Contract Management of the Cleanup Action

*Motion by Councilmember Robb, second by Councilmember Bergman to accept the Department of Commerce Brownfield Revolving Loan Fund Grant in the amount of \$250,000 and authorize the Mayor to sign the contract agreement upon review and approval by the city attorney. **Motion carried unanimously.***

and

Motion by Councilmember Robb, second by Councilmember Bergman to authorize the Mayor to sign the Task Order with Maul Foster & Alongi in the amount of \$135,371 for contract management of the cleanup action.

c. Authorize the Mayor to Sign a Contract with Pace Engineers for the IS4 Phase 2 Stormwater Lift Station Final Design

*Motion by Councilmember Shepro, second by Councilmember Robb to authorize the Mayor to sign a Professional Service Agreement with Pace Engineers for final design of the IS4 Phase 2 Stormwater Lift Station project in the amount of \$107,896.50. **Motion carried unanimously.***

12. Public Closing Comments

No public comments.

13. Executive/Legislative Reports

a. Mayor's Report

- Participated in the Shortest Saint Paddy's Day Parade, which was a lot of fun and a huge success.
- Had the honor of presenting the Hometown Hero Award to Taryn Daly at the Stanwood-Camano Area Foundation awards breakfast.

b. City Administrator's Report

- Followed up on a few Councilmember's past comments:
 - Agree with Councilmember Shepro's comment about our sidewalks looking better than other cities. The 4-man street crew also takes care of our drainage system and facilities, they do a great job.

- Councilmember Hicks made a comment that Stanwood is the best run city in the State. Although there are a lot of metrics, budget wise and level of service, Stanwood is hard to beat. A shout out to the hard-working staff, supervisors and directors to make that happen.
- Clarified the letter Councilmembers received regarding the cost of a 1" meter. This cost is not for a single family home but for an adult family home, which is a commercial type application that requires sprinklers and a 1" meter.
- An open house is scheduled for Tuesday, March 31st to start discussion on the sign code.
- Stanwood's first ever Easter Egg Hunt will be held on Saturday, April 4th at Heritage Park. There's 10,000 eggs so lots of opportunity for everyone to get goodies.

c. Councilmember's Reports/Questions

- Wheatley and Cowan echoed Robb's earlier comment regarding the city receiving grants and for staff to keep up the great work on applying for and receiving grants. Grant funds significantly help the city's finances and allow us to do so much more.
- Bergman said the new downtown parking signs are bigger and brighter; she noticed them right away.
- Cowan thanked city staff for fixing the Port Susan Trail so quickly.

14. Recess to Executive Session

At 8:20 p.m., the Mayor, Council, City Administrator Smith, Finance Director Hammond, City Attorney Thompson, Sgt. Gilje, and Sgt. Oyetuga recessed to Executive Session for a 10-minute discussion on pending city litigation in accordance with RCW 42.30.110 (1)(i), no action was taken. The regular city council meeting reconvened at 8:30 p.m.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:31 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.c.
Date: April 9, 2026
Subject: Approve City Council Workshop Minutes - March 26, 2026
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Workshop Minutes

ISSUE

The City Council Workshop meeting minutes for March 26, 2026, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE MARCH 26, 2026, CITY COUNCIL WORKSHOP MEETING MINUTES AS PRESENTED."

**City of Stanwood
Workshop of the City Council
March 26, 2026 | 5:00 PM**

Minutes

1. Call to Order

Mayor Sid Roberts called the meeting to order at 5:05 PM.

Present: Dani Gaumont, Earl Cowan, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, City Engineer Alan Lytton, Communications and Marketing Specialist Niki Strachila, Deputy City Clerk Barbara Vasquez, and City Clerk Lisa Sokolik.

2. New Business

a. Permitted Use Matrix Discussion

Community Development Director Love, provided an overview of proposed code amendments related to the Permitted Use Matrix and Development Standards.

The Council discussed the following key topics:

- The role of an adopted permitted use matrix in establishing overall land use rights.
- Terminology used within the matrix, including permitted uses, accessory uses, conditional uses, prohibited uses, and unclassified uses.
- The structure and organization of the updated matrix.
- The importance of including uses that support the Comprehensive Plan, particularly in relation to housing and economic growth.
- Consideration of uses that may be inappropriate or should be prohibited in a small urban city.

Staff noted that the Planning Commission will begin its public hearing process on the proposed amendments in April.

The Council expressed support for holding an additional workshop following the Planning Commission's recommendations.

b. Public Safety Sales Tax

Finance Director Hammond gave a presentation regarding Public Safety Sales Tax (RCW 82.14.450). This tax would enact a 0.1% sales tax in which revenues are partially restricted and 1/3 must be used for criminal justice and/or fire protection. Voter approval is required. If approved, the Stanwood sales tax rate would increase to 9.4%.

3. Adjourn

Mayor Roberts adjourned the meeting at 6:40 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

ITEM NUMBER: 8.d.
DATE: April 9, 2026
SUBJECT: HRA On-Call Contract Approval
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: 1. HRA On-Call Contract

PURPOSE

The purpose of this agenda item is for Council to authorize the Mayor to sign an on-call contract with HRA (Historical Research Associates, Inc.) to provide historic preservation-related services to the City.

STAFF RECOMMENDATION

Staff recommends approval of an on-call professional services agreement with HRA to provide historic preservation services as needed. The City will require expertise to support the historic preservation program which could include historic building inventories and preparation of property nominations. An on-call contract provides a flexible and cost-effective way to access qualified services when needed.

COMMITTEE RECOMMENDATION

Given Council's previous direction to continue with the Downtown Initiative which includes working on historic preservation, staff is bringing this item directly to the full Council for consideration and approval.

BACKGROUND

As part of the 2025–2026 budget and work plan, the City formally launched the Downtown Initiative, an effort aimed at implementing the City's economic development goals. A stakeholder committee was assembled consisting of local business owners, artists, representatives from the historical society, and a City Council member. The committee's initial task was to assess whether there is sufficient community interest to support the establishment of a Creative District and/or a Historic Preservation Program.

On December 11, 2025, the City Council authorized staff to proceed with the Downtown Initiative by:

1. Initiating the process to establish a Washington State Certified Creative District, including stakeholder engagement, boundary development, and preparation of application materials;
2. Pursuing entry into the Washington Main Street Program, beginning at the “Affiliate” level and progressing toward “Downtown” accreditation as program requirements are met; and
3. Evaluating the feasibility of a Historic Preservation Program and the requirements for Certified Local Government (CLG) status through the Washington State Department of Archaeology and Historic Preservation.

As part of item three, staff is proposing to add historic preservation services to the City’s roster of on-call consultants. On-call contracts provide the City with flexibility to efficiently engage qualified consultants as needed, without the need to formally advertise for services each time a project is initiated.

ANALYSIS

Staff utilized the MRSC Consultant Roster to identify qualified firms with expertise in architectural history and archaeological services. Three firms were selected and interviewed based on their experience, qualifications, and ability to support the City’s anticipated historic preservation needs.

Staff is recommending the addition of Historical Research Associates, Inc. (HRA) to the City’s on-call consultant roster. HRA maintains an office in Seattle, allowing them to be responsive and readily available to support the City of Stanwood.

HRA brings extensive experience in historic preservation, including the following:

- HRA has maintained a Seattle office for several decades and has a long history of supporting government agencies at the local, state, and federal levels. The firm has also worked closely with the Washington State Department of Archaeology and Historic Preservation (DAHP), which establishes state policy for managing historic properties and administers the Certified Local Government (CLG) program.
- HRA’s cultural resources team meets or exceeds the Secretary of the Interior’s Professional Qualification Standards for Architectural History and Archaeology. The team includes specialized staff in editing, production, logistics, health and safety, and geographic information systems (GIS).
- HRA has strong familiarity with the Puget Sound region and with architecturally and culturally significant resource types.

HRA’s broad range of services and demonstrated expertise supports the City’s goals towards implementing a Historic Preservation Program and pursues Certified Local Government (CLG) status.

FINANCIAL IMPACT

There is no direct fiscal impact associated with establishing an on-call contract. Costs will only be incurred as specific projects are identified and funded. Funding for such services are authorized through the City's standard budget adoption process or approved by the City Council on a project-by-project basis.

In December 2025, the Council approved a budget amendment for the 2026 fiscal year which included \$20,000 for historic preservation services to conduct a targeted historic building survey as part of the Downtown Initiative. Upon approval of the on-call contract, staff will coordinate with HRA to prepare a task order to initiate this work. As funding has already been authorized, the Community Development Director has the authority to finalize the scope of work and execute the task order.

COUNCIL OPTIONS:

1. Authorize the Mayor to sign the on-call contract with Historic Research Associates, Inc.
2. Do not authorize the approval of the on-call contract at this time.

PROPOSED MOTIONS

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN AN ON-CALL CONTRACT WITH HISTORICAL RESEARCH ASSOCIATES TO PROVIDE HISTORIC PRESERVATION SERVICES."

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD, WASHINGTON
AND HISTORICAL RESEARCH ASSOCIATES, INC.
FOR ON-CALL PROFESSIONAL SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation (“City”), and Historical research associates, Inc., a Washington S-Corp (“Consultant”).

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with on-call consultant services regarding historical and cultural resource management services as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon

completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on April 23, 2026, and shall terminate at midnight, December 31, 2028. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NON-ASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state

retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. Indemnification / Hold Harmless. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. Public Records Requests. In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant’s failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

- a. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
- b. No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- c. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:
 - (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
 - (2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
 - (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - (4) Professional Liability insurance appropriate to the Consultant's profession.
- d. Minimum Insurance Limits. Consultant shall maintain the following insurance limits:
 - (1) Comprehensive General Liability. \$2,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
 - (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
 - (4) Professional Liability/Consultant's Errors and Omissions Liability.

\$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. Notice of Cancellation. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. Acceptability of Insurers. Insurance to be provided by Consultant shall be with insurers with a current A.M.Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

g. Verification of Coverage. In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. Insurance shall be Primary - Other Insurance Provision. The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. Claims-Made Basis. Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. Public Entity Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

1. Subcontractors' Insurance. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this

Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant’s client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

None

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY.

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for city services rendered under this Agreement as described in Exhibit B “Schedule of Rates and Changes” as provided in this section.

b. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records. The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public

Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL.

V.1 NOTICES. Notices to the City shall be sent to the following address:

City of Stanwood
Community Development Director
10220 270th Street NW
Stanwood, WA 98292

Notices to the Consultant shall be sent to the following address:

Chrisanne Beckner
Senior Architectural Historian
9750 Third Avenue NW, Suite 102
Seattle, WA 98115
360.878.5335

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 TERMINATION. The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 DISPUTES. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 EXTENT OF AGREEMENT/MODIFICATION. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY.

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.


V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 9th day of April 2026.

CITY OF STANWOOD

HISTORICAL RESEARCH ASSOCIATES,
INC.

By _____
Sid Roberts, Mayor

By  _____
Chrisanne Beckner, Senior Architectural
Historian

APPROVED AS TO FORM:

By _____
Nikki Thompson, City Attorney

Exhibit A Scope of Services

The Consultant shall provide historic preservation services in accordance with the Washington State Department of Archaeology and Historic Preservation (DAHP) standards and guidelines. Services shall include evaluating and documenting both built (architectural) and below-ground (archaeological) resources to identify, protect, and manage properties of historical or cultural significance within the City of Stanwood.

All work products shall meet DAHP documentation requirements, including preparation and submission of inventory forms and supporting materials to the Washington Information System for Architectural and Archaeological Records Data (WISAARD), as applicable.

The City seeks qualified consultants to provide on-call expertise in the identification, evaluation, documentation, and management of historic and cultural resources. Work may support capital improvement projects, infrastructure upgrades, planning efforts, and development review.

SCOPE OF SERVICES

The Consultant shall provide on-call services that may include, but are not limited to, the following tasks:

Regulatory Compliance Support

- Conduct compliance reviews under SEPA, NEPA, and Section 106
- Prepare cultural resource technical reports and documentation
- Assist with Determinations of Eligibility (DOE) and Effect (APE/Effects)
- Support consultation with the State Historic Preservation Officer (SHPO), Tribal governments, and federal agencies

Architectural History Services

- Prepare historic property inventories and evaluations
- Conduct historic context studies
- Complete intensive-level surveys and reconnaissance surveys
- Develop historic resource assessments (HRAs)

Archaeological Services

- Conduct archaeological assessments and monitoring plans
- Provide construction monitoring, as required
- Prepare inadvertent discovery plans (IDPs)
- Coordinate with Tribes during fieldwork, as appropriate

SCHEDULE

Services will be performed on an as-needed basis. Task-specific schedules will be developed for each work assignment and approved by the City prior to initiation.

Exhibit B
Rate Schedule

COMPENSATION

Work will be authorized through individual task orders. Each task order will include a defined scope, schedule, and budget. Compensation will be based on the hourly rates or lump sum, as provided below. HRA's rates will adjust on an annual basis each January 1 throughout the life of the contract.

Title	2026 Comm rate		
CRM Division			
Principal Archaeologist	\$233	Reimbursable (Direct) Rates	
Principal Architectural Historian	\$214	Per Diem	see gsa schedule
Senior Archaeologist	\$183	Mileage (Gov't rate)	\$0.725/mile/IRS rate
Senior Architectural Historian	\$179	Lodging	Cost
Archaeologist 3	\$158	Car Rental	Cost
Architectural Historian 3	\$133	Vehicle (4 wheel dr)	Cost
Archaeologist 2	\$140	Ground Transportation / Parking/Uber_Lyft	Cost
Architectural Historian 2	\$129	Shipping / Postage	\$25.00
Archaeologist 1	\$122	Personal Protective Equipment	\$250.00
Architectural Historian 1	\$99	GPS Unit / Day	\$65.00
		Trimble R1/Tablet / Day	\$100.00
		Tablet / Day	\$25.00
		Drone (basic) unit/day	\$200.00
		Drone (survey grade) unit/grade	\$400.00
		GPR unit/day	\$200.00
		Gradiometer unit/day	\$200.00
		Digital Camera Use / Day	\$2.00
		Image Scanning	\$0.10
		Electronic Data Delivery Device	\$5.00
		Laser Prints	\$0.40
		Report Production	\$0.15
		Photocopy (out-of-house)	\$0.25
		Photocopy (in-house)	\$0.12
		HABS Images	\$150.00
		Historical Photograph Reproduction / Image	\$45.00
		Satellite Phone/Spot Beacon	\$50.00
		Curation Fee	\$700.00
		Invoicing Platform Fee	\$25.00
		Miscellaneous Supplies	\$20.00
		Administrative Fee	5%
Field Crew			
Arcaheological Technician Specialist	\$114		
Archaeological Technician	\$103		
Archaeological Technician	\$93		
Hazwoper/Night-All Staff	\$25 add/hr		
Archaeologist 3/GIS	\$162		
Safety Manager	\$175		
Support Division			
Computer/Information System Specialist	\$177		
Editor/Production Specialist	\$133		
Admin Assist/Production Spec	\$81		
Project Accountant	\$132		
Project Administrator/Operations	\$112		
Logistics Coordinator	\$139		
Contracting Speicalist	\$210		
Administrative Assistant	\$80		

Civil Rights and Title VI Compliance:

Federal Title VI Assurance (Required by WSDOT – Appendix E) During the performance of this contract, the consultant agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), and Title 49, Code of Federal Regulations, Part 21. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation through the Washington State Department of Transportation.

City of Stanwood Supplemental Nondiscrimination Policy:

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or disability. This provision shall include, but not be limited to: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract.



City of Stanwood City Council Staff Report

Item Number: 8.e.

Date: April 9, 2026

Subject: Authorize the Mayor to Sign a Contract with Gray & Osborne for the Design of the Pioneer Hills Lift Station Rehabilitation Project

Contact Person: Alan Lytton, City Engineer

Attachments:

1. Exhibit A - Scope of Work
2. Exhibit B - Scope and Estimated Cost

ISSUE

This issue in front of Council is whether or not to authorize the Mayor to sign a contract with Gray & Osborne for engineering design services for the Pioneer Hills Lift Station Rehabilitation project in the amount of \$196,800.

STAFF RECOMMENDATION

Authorize the Mayor to sign an agreement with Gray & Osborne, Inc. for engineering design services for the Pioneer Hills Lift Station Rehabilitation project in the amount of \$196,800.

COMMITTEE RECOMMENDATION

The Public Works Committee will review this item at their April 6th meeting.

BACKGROUND

The Pioneer Hills Lift Station is a component of the City's wastewater system and is approximately 25 years old. While the facility remains operational, a recent pre-design technical memorandum identified multiple deficiencies related to aging equipment, corrosion, and non-compliance with current electrical and fire codes.

The existing station includes skid-mounted pumps, aging mechanical and electrical systems, and lacks a standby power source.

The pre-design evaluation identified several necessary upgrades to maintain reliable operation and meet current regulatory requirements, including:

- Replacement of pumps, piping, and mechanical systems.
- Installation of a standby generator.
- Electrical and SCADA system upgrades.
- Wet well rehabilitation.
- Replacement of the existing roof and building modifications.

A key driver of the project is the addition of a standby generator, which will provide redundancy and allow the station to operate during power outages.

The addition of a standby generator is considered a substantial electrical upgrade and triggers the requirement to bring the facility into compliance with current National Electrical Code (NEC) and NFPA 820 standards.

Due to the proximity of the wet well and the presence of sewer gases, the existing building is currently classified as a hazardous (Class 1, Division 1) environment. Under current codes, this requires one of the following:

- Installation of explosion-proof electrical equipment, or
- Reconfiguration of the building (including ventilation, door relocation, and sealing pathways such as floor drains) to eliminate hazardous classification.

As a result, the project must include significant electrical system upgrades and building modifications to ensure compliance. These improvements are necessary not only to support the generator installation but also to address existing life-safety risks and bring the facility up to modern standards.

FINANCIAL IMPACT

The proposed engineering design contract is \$196,800. The 202-5-26 budget appropriated 350,000 for design work on the Pioneer Hills Lift station. The Capital Improvement Plan estimates construction cost of \$1,000,000.00 in 2027. Proceeding with design will position the City to pursue grants, low-interest loans, or future budget allocations as shown in the CIP.

COUNCIL OPTIONS

1. Approve the proposed Contract with Gray and Osborne.
2. Send back to Public Works for changes.
3. Do not proceed with the project.

RECOMMENDED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH GRAY & OSBORNE TO DESIGN THE PIONEER HILLS LIFT STATION REHABILITATION PROJECT IN THE AMOUNT NOT TO EXCEED \$196,800."

EXHIBIT A

SCOPE OF WORK

CITY OF STANWOOD PIONEER HILLS LIFT STATION REHABILITATION DESIGN

INTRODUCTION

In February 2025, Gray & Osborne completed an evaluation of the City of Stanwood's (City) Pioneer Hills Lift Station. The lift station is located within the City limits, on the east side of Pioneer Highway, approximately 900 feet north of Nordic Way. The evaluation identified a number of deficiencies at the existing station, and included alternatives for rehabilitation and upgrade options and cost estimates.

Per your request, Gray & Osborne is pleased to provide a Scope of Work and Fee Proposal for design of the rehabilitation of the Pioneer Hills Lift Station. It is our understanding that the City would like the design to include the following improvements.

- Replacement of the existing pump skid with new skid-mounted pumps.
- Installation of a standby generator and automatic transfer switch (ATS). The generator will be designed with a standard factory-provided sound-attenuated enclosure and subbase fuel tank.
- Construction of a gravity retaining wall to provide site space for the proposed standby generator and access to the concrete masonry unit (CMU) building.
- Replacement of the lift station motor control starters with new variable frequency drives (VFDs).
- Upgrade of the existing electrical, SCADA, and instrumentation in the station.
- Removal of the existing natural gas-powered pump and elimination of the natural gas service.
- Replacement of the existing lift station piping, and the addition of a magnetic flow meter inside the building.
- Upgrade of the existing HVAC system to meet current code requirements, including National Fire Protection Association (NFPA) 820.

- Structural improvements, including relocation of the existing access doors, replacement of the roof, and other CMU modifications to accommodate the HVAC improvements.
- Rehabilitation of the existing wet well, including providing an epoxy lining.

We have developed the following specific Scope of Work for the design of the project.

PROPOSED SCOPE OF WORK

The following elements are included in this Scope of Work.

Task 1 – Project Management

Project management services will include coordination with all Subconsultants, allocation of staff resources for the project, tracking of project progress and schedule, review of draft and final work submitted by the Subconsultants, meetings with City staff to review findings, and administrative services, such as processing invoices.

Task 2 – Survey

Survey services will include defining the limits of the existing rights-of-way and property line. Obtain vertical and horizontal control necessary for design of the project, obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project. Survey services are to include the following.

- A. Rights-of-Way and Property Research – Acquire and utilize readily-available records of survey, plat maps, Assessor maps, etc., from the County Auditor’s Office within the project area as required for establishing the existing rights-of-way and easements. This work will include the following.
 - 1. Identify current rights-of-way in the vicinity of the property.
 - 2. Overlay the rights-of-way and current property easements on a Plan view of the project corridor.
- B. Topographic Survey
 - 1. Establish vertical and horizontal control on the City-adopted datum for survey and mapping at a scale of not more than 1 inch equal to 20 feet (horizontal) and 1 inch equal to 5 feet (vertical).

Vertical control will be suitable for establishing 2-foot contour intervals and to support the design and construction included in this Scope of Work.

2. Acquire supplemental topographical survey of the site (within and adjacent to the project corridor) to include establishing surface grades, pavement edges, visually-obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, major trees and significant landscaping, sidewalks, etc., in sufficient detail to support an adequate level of design. The top and bottom of the slope will be surveyed to support the Wall Design.

Task 3 – Utility Data Acquisition

Acquire record drawings and/or as-built information from utility purveyors known to provide service in the project corridor. Services are to include the following.

- A. Provide written requests for all utility purveyors known to provide utility service in the project area.
- B. Review data provided by utility purveyors and incorporate into project design as may be applicable.

Task 4 – Geotechnical Investigation and Report

Conduct field explorations to determine design recommendations to support the proposed Gravity Wall Design. This Task will culminate in the preparation of a Final Geotechnical Report in the City-approved format. Services are to include the following.

- A. Perform a geotechnical analysis (PanGEO, Inc., the Geotechnical Subconsultant) to determine existing subsurface conditions. The City will provide 1 Call Service.
- B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests will be performed on an as-needed basis, based on the types of soils encountered.
- C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements.

- D. Report – PanGEO, Inc. (PanGEO) will prepare a Draft Report which will be submitted to the City by Gray & Osborne. The Draft Report will summarize the results of the geotechnical study and include a site map with approximate test pit locations, description of surface and subsurface conditions (soil and groundwater), existing pavement thickness, design parameters, and earthwork recommendations. Gray & Osborne will submit one copy of the Draft Report to the City for its review. Our Subconsultant, PanGEO, will revise the Draft Report to address review comments provided by the City and/or Gray & Osborne.

Note: The geotechnical work is for geotechnical evaluation of physical soil properties only. Evaluation of contaminated soils, fill, and groundwater are specifically excluded from this Task.

Task 5 – Site Civil Design

Site civil design for the project will include the following elements.

- A. Completion of the proposed Site Plan.
- B. Development of the Grading and Drainage Plans.
- C. Retaining wall design.
- D. Site Demolition Plan.
- E. Site Restoration Plan.
- F. Site fencing.

Task 6 – Structural Design

The new lift station will retrofit the CMU building to house electrical equipment and a canopy structure to cover the proposed standby generator. Our Structural Design of the station will include the following elements.

- A. Gravity Wall Design.
- B. Generator Equipment Pad Design.
- C. CMU Building Modification Design.
- D. Design of a new metal roof.

Task 7 – Mechanical Design

Mechanical design will include the following.

- A. Mechanical design of a duplex skid-mounted lift station. It is anticipated that we will be designing a dry-prime, suction lift system.
- B. Replacement of the lift station suction and discharge piping.
- C. Replacement of station instrumentation, including new level sensors, emergency floats, and the addition of a flow meter.
- D. Demolition of existing pump station skid, HVAC system, natural gas service, lift station, electrical rack, and generator.
- E. Rehabilitation of the existing wet well, including a new epoxy coating system.
- F. New emergency bypass connection.

Task 8 – Electrical Design and Coordination

Electrical design will include the following.

- A. New VFD motor starters.
- B. New control panel.
- C. Updated Lighting Plan.
- D. Standby generator and ATS.
- E. Initial design utility service coordination for power and communication as required.

Task 9 – Review Meetings

It is anticipated that there will be up to four review meetings with staff during the project. The 30 Percent Design, 60 Percent Design, 90 Percent Design, and Final Design. It is assumed that these meetings will be held virtually.

Task 10 – Quality Assurance/Quality Control

Gray & Osborne will conduct internal reviews at the 30 percent, 60 and 90 percent PS&E levels. At these reviews, Gray & Osborne senior staff will review the Contract Documents for constructability, cost control, risk to the City, and consistency.

Task 11 – Bid Services

Gray & Osborne will provide bid services for the project including, but not limited to, answering bid questions, preparing Contract Addenda, attending a pre-bid walkthrough, preparing the Bid Summary, reviewing bidder qualifications, and preparing the Recommendation to Award Letter.

DELIVERABLES

We will provide review materials for each of the following milestones.

1. 30 Percent Design - Plans and Engineer’s Estimate.
2. 60 Percent Design – Plans, Specifications, and Engineer’s Estimate.
3. 90 Percent Design – Plans, Specifications, and Engineer’s Estimate.
4. Final Bid Documents – Plans, Specifications, and Engineer’s Estimate.
5. Bid Services – Pre-bid walkthrough, Bid Summary, and Recommendation to Award.

PROJECT SCHEDULE

The project is scheduled to advertise in February, which is historically a good time to bid and schedule summer work. In order to meet that bid schedule, we have developed the following schedule for the project.

Authorization	April 2026
30 Percent Submittal.....	July 2026
60 Percent Submittal	October 2026
90 Percent Design	December 2026
Advertise	February 2027
Open Bids	March 2027
Award	April 2027

BUDGET

Exhibit B attached provides a detailed breakdown of the hours and rates for the design.

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This Scope of Work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned Tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the Contract price.

1. This Scope of Work assumes that the City will provide overall coordination and approval of the project, including the timely (2 weeks) review of all submittals.
2. This Scope of Work assumes that the City will provide Gray & Osborne with relevant capacity requirements and record drawings of existing sanitary sewer infrastructure along the project alignment, as may be available and/or pertinent to the project.
3. This Scope of Work does not include any services for cultural resources or archaeological assessment.
4. This Scope of Work assumes that the City will prepare, advertise, and circulate the SEPA Checklist Document if required, pay any costs of publication, and make timely threshold determinations.
5. This Scope of Work does not include permitting services. Should the City desire any permitting services, including delineations, supplemental survey, reports and/or permit preparation, this Contract can be supplemented to include the additional services.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

CITY OF STANWOOD - PIONEER HILLS LIFT STATION REHABILITATION DESIGN

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Structural Engineer Hours	Electrical Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey Crew Member Hours
1 Project Management		16							
2 Survey		2					16	20	20
3 Utility Data Acquisition				8		8			
4 Geotechnical Investigation and Report		2			4				
5 Site Civil Design									
A. 30 Percent		2		24			16		
B. 60 Percent		2		24			16		
C. 90 Percent		2		24			16		
D. Final		2		16			16		
6 Structural Design									
A. 30 Percent		1			24		16		
B. 60 Percent		1			24		16		
C. 90 Percent		1			24		12		
D. Final		1			8		4		
7 Mechanical Design									
A. 30 Percent		2	16	24			24		
B. 60 Percent		2	24	24			24		
C. 90 Percent		2	24	24			24		
D. Final		2	8	8			8		
8 Electrical Design and Coordination									
A. 30 Percent		2				48	16		
B. 60 Percent		2				48	16		
C. 90 Percent		2				48	16		
D. Final		2				40	8		
9 Review Meetings		6		6		6			
10 Quality Assurance/Quality Control	24	12	12	12	12				
11 Bid Services		12		16	2	2	4		
Hour Estimate:	24	78	84	210	98	200	268	20	20
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$170 to \$270	\$150 to \$210	\$140 to \$190	\$120 to \$245	\$120 to \$245	\$70 to \$190	\$140 to \$220	\$80 to \$160
Estimated Fully Burdened Billing Rate:*	\$260	\$240	\$175	\$155	\$180	\$200	\$140	\$220	\$140
Fully Burdened Labor Cost:	\$6,240	\$18,720	\$14,700	\$32,550	\$17,640	\$40,000	\$37,520	\$4,400	\$2,800

Total Fully Burdened Labor Cost:	\$ 174,570
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ current IRS rate)	\$ 230
Subconsultant:	
PanGEO, Inc.	\$ 20,000
Subconsultant Overhead (10%)	\$ 2,000
TOTAL ESTIMATED COST:	\$ 196,800

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT B

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SCOPE AND ESTIMATED COST**

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D. Final		2		16			16		
6 Structural Design									
A. 30 Percent		1			24		16		
B. 60 Percent		1			24		16		
C. 90 Percent		1			24		12		
D. Final		1			8		4		
7 Mechanical Design									
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D. Final		2	8	8			8		
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EXHIBIT A

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CITY OF STANWOOD PIONEER HILLS LIFT STATION REHABILITATION DESIGN

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Note: The geotechnical work is for geotechnical evaluation of physical soil properties only. Evaluation of contaminated soils, fill, and groundwater are specifically excluded from this Task.

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- B. Development of the Grading and Drainage Plans.
- C. Retaining wall design.
- D. Site Demolition Plan.
- E. Site Restoration Plan.
- F. Site fencing.

Task 6 – Structural Design

The new lift station will retrofit the CMU building to house electrical equipment and a canopy structure to cover the proposed standby generator. Our Structural Design of the station will include the following elements.

- A. Gravity Wall Design.
- B. Generator Equipment Pad Design.
- C. CMU Building Modification Design.
- D. Design of a new metal roof.

Task 7 – Mechanical Design

Mechanical design will include the following.

- A. Mechanical design of a duplex skid-mounted lift station. It is anticipated that we will be designing a dry-prime, suction lift system.
- B. Replacement of the lift station suction and discharge piping.
- C. Replacement of station instrumentation, including new level sensors, emergency floats, and the addition of a flow meter.
- D. Demolition of existing pump station skid, HVAC system, natural gas service, lift station, electrical rack, and generator.
- E. Rehabilitation of the existing wet well, including a new epoxy coating system.
- F. New emergency bypass connection.

Task 8 – Electrical Design and Coordination

Electrical design will include the following.

- A. New VFD motor starters.
- B. New control panel.
- C. Updated Lighting Plan.
- D. Standby generator and ATS.
- E. Initial design utility service coordination for power and communication as required.

Task 9 – Review Meetings

It is anticipated that there will be up to four review meetings with staff during the project. The 30 Percent Design, 60 Percent Design, 90 Percent Design, and Final Design. It is assumed that these meetings will be held virtually.

Task 10 – Quality Assurance/Quality Control

Gray & Osborne will conduct internal reviews at the 30 percent, 60 and 90 percent PS&E levels. At these reviews, Gray & Osborne senior staff will review the Contract Documents for constructability, cost control, risk to the City, and consistency.

Task 11 – Bid Services

Gray & Osborne will provide bid services for the project including, but not limited to, answering bid questions, preparing Contract Addenda, attending a pre-bid walkthrough, preparing the Bid Summary, reviewing bidder qualifications, and preparing the Recommendation to Award Letter.

DELIVERABLES

We will provide review materials for each of the following milestones.

1. 30 Percent Design - Plans and Engineer’s Estimate.
2. 60 Percent Design – Plans, Specifications, and Engineer’s Estimate.
3. 90 Percent Design – Plans, Specifications, and Engineer’s Estimate.
4. Final Bid Documents – Plans, Specifications, and Engineer’s Estimate.
5. Bid Services – Pre-bid walkthrough, Bid Summary, and Recommendation to Award.

PROJECT SCHEDULE

The project is scheduled to advertise in February, which is historically a good time to bid and schedule summer work. In order to meet that bid schedule, we have developed the following schedule for the project.

Authorization	April 2026
30 Percent Submittal	July 2026
60 Percent Submittal	October 2026
90 Percent Design	December 2026
Advertise	February 2027
Open Bids.....	March 2027
Award.....	April 2027

BUDGET

Exhibit B attached provides a detailed breakdown of the hours and rates for the design.

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This Scope of Work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned Tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the Contract price.

1. This Scope of Work assumes that the City will provide overall coordination and approval of the project, including the timely (2 weeks) review of all submittals.
2. This Scope of Work assumes that the City will provide Gray & Osborne with relevant capacity requirements and record drawings of existing sanitary sewer infrastructure along the project alignment, as may be available and/or pertinent to the project.
3. This Scope of Work does not include any services for cultural resources or archaeological assessment.
4. This Scope of Work assumes that the City will prepare, advertise, and circulate the SEPA Checklist Document if required, pay any costs of publication, and make timely threshold determinations.
5. This Scope of Work does not include permitting services. Should the City desire any permitting services, including delineations, supplemental survey, reports and/or permit preparation, this Contract can be supplemented to include the additional services.



City of Stanwood City Council Staff Report

Item Number: 11.a.
Date: April 9, 2026
Subject: Authorize the Mayor to Sign a Contract with Reaper Construction for the SR 532 & 72nd Ave Intersection Improvements Project
Contact Person: Alan Lytton, City Engineer
Attachments: 1. BID TAB

ISSUE

This issue in front of Council is whether or not to authorize the Mayor to Sign a Contract with Reaper Construction for the SR 532 & 72nd Ave Intersection Improvements project for \$178,400.

STAFF RECOMMENDATION

Staff recommends that City Council award the construction contract for the SR 532 & 72nd Avenue Intersection Improvements project to Reaper Construction Inc. in the amount of \$178,400 and authorize the Mayor to sign the contract. The Public Works Committee will review this item at their April 6th meeting.

BACKGROUND

The SR 532 & 72nd Avenue intersection has been identified as a priority location for pedestrian safety improvements. This project is intended to enhance accessibility and improve safety for pedestrians crossing SR 532.

The planned improvements include:

- Installation of a marked crosswalk on the East side of 72nd where none currently exist.
- Pedestrian pushbuttons (APS).
- No right turn blockout similar to the existing on South side of SR 532.
- ADA-compliant curb ramps.
- Associated drainage improvements.

We received two bids, the low being Reaper Construction at \$178,400. The low bid is approximately 15% above the engineer's estimate of \$154,565 and exceeds the project budget of \$150,000. Staff recommends proceeding with the award despite the overage due to the importance of pedestrian safety at this location. The budget overage can be accommodated through available funds within the Public Works budget or project contingencies.

FINANCIAL IMPACT

The low bid submitted by Reaper Construction Inc. is approximately 15% above the engineer's estimate of \$154,565 and exceeds the project budget of \$150,000. The budget overage can be accommodated through available funds.

COUNCIL OPTIONS

Approve the low bid and proceed with a contract with Reaper Construction.
Reject all bids and send back to Public Works.
Do not proceed with the project.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH REAPER CONSTRUCTION INC. FOR THE SR 532 & 72ND AVENUE INTERSECTION IMPROVEMENTS PROJECT IN THE AMOUNT OF \$178,400 .



BID TABULATION
SR 532 ST NW & 72nd AVE NW Intersection Improvements
Bid Opening: Thursday March 26, 2026 @ 2PM

Item No.	Spec Section	ITEM DESCRIPTION	Qty	UNITS	Engineer's Estimate		Reaper Construction Inc.		National Facility Contractors LLC	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	1-04.4 SP	Mobilization	1	LS	\$ 30,000.00	\$30,000.00	\$20,000.00	\$ 20,000.00	\$ 17,400.00	\$ 17,400.00
2	1-05.4 SP	Removal of Structures and Obstructions	1	LS	\$ 5,000.00	\$5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 6,500.00	\$ 6,500.00
3	1-05.18 SP	Roadway Excavation Inc. Haul	15	CY	\$ 65.00	\$975.00	\$ 250.00	\$ 3,750.00	\$ 185.00	\$ 2,775.00
4	1-07.17 SP	Planing Bituminous Pavement	35	SY	\$ 65.00	\$2,275.00	\$ 200.00	\$ 7,000.00	\$ 300.00	\$ 10,500.00
5	1-09.7 SP	Project Temporary traffic control	1	LS	\$ 40,000.00	\$40,000.00	\$20,000.00	\$ 20,000.00	\$ 18,500.00	\$ 18,500.00
6	1-10 SP	ADA Features Survey	1	LS	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00
7	2-01	Salvaging Culvert and Headwall	40	LF	\$ 150.00	\$6,000.00	\$ 100.00	\$ 4,000.00	\$ 95.00	\$ 3,800.00
8	2-02 SP	Crushed surfacing base course	5	CY	\$ 65.00	\$325.00	\$ 500.00	\$ 2,500.00	\$ 165.00	\$ 825.00
9	2-02 SP	HMA cl. 1/2 In. PG 58H-22	10	TN	\$ 300.00	\$3,000.00	\$ 300.00	\$ 3,000.00	\$ 425.00	\$ 4,250.00
10	2-02 SP	Cement Conc. Traffic Curb and Gutter	75	LF	\$ 45.00	\$3,375.00	\$ 66.00	\$ 4,950.00	\$ 165.00	\$ 12,375.00
11	2-02 SP	Cement Conc. Sidewalk	15	SY	\$ 135.00	\$2,025.00	\$ 240.00	\$ 3,600.00	\$ 525.00	\$ 7,875.00
12	2-02 SP	Cement Conc. Curb Ramp Ty. Parallel	2	EA	\$ 4,000.00	\$8,000.00	\$ 3,600.00	\$ 7,200.00	\$ 9,500.00	\$ 19,000.00
13	2-03	Cement Conc. Curb Ramp Ty. Directional	1	EA	\$ 4,000.00	\$4,000.00	\$ 3,600.00	\$ 3,600.00	\$ 10,500.00	\$ 10,500.00
14	2-03	Catch Basin Type 1	1	EA	\$ 5,000.00	\$5,000.00	\$ 1,750.00	\$ 1,750.00	\$ 9,500.00	\$ 9,500.00
15	2-09	Silt Fence	120	LF	\$ 7.00	\$840.00	\$ 5.00	\$ 600.00	\$ 10.00	\$ 1,200.00
16	2-09	Paint Line	40	LF	\$ 5.00	\$200.00	\$ 10.00	\$ 400.00	\$ 7.00	\$ 280.00
17	2-10 SP	Profiled Plastic Line	110	LF	\$ 10.00	\$1,100.00	\$ 20.00	\$ 2,200.00	\$ 24.00	\$ 2,640.00
18	2-12	Plastic Crosswalk Line	200	SF	\$ 20.00	\$4,000.00	\$ 15.00	\$ 3,000.00	\$ 36.00	\$ 7,200.00
19	4-04	Plastic Stop Line	40	LF	\$ 30.00	\$1,200.00	\$ 15.00	\$ 600.00	\$ 30.00	\$ 1,200.00
20	5-04 SP	Plastic Crossshatuch Wide Line	225	LF	\$ 10.00	\$2,250.00	\$ 30.00	\$ 6,750.00	\$ 25.00	\$ 5,625.00
21	5-04 SP	Traffic Signal System.	1	LS	\$ 30,000.00	\$30,000.00	\$71,000.00	\$ 71,000.00	\$ 42,000.00	\$ 42,000.00

Subtotal Computed Price					\$ 154,565.00		\$ 178,400.00		\$ 191,445.00
Total Computed Cost					\$ 154,565.00		\$ 178,400.00		\$ 191,445.00



3/27/2026



City of Stanwood City Council Staff Report

Item Number: 11.b.
Date: April 9, 2026
Subject: Adopt Resolution 2026-08 Support for Establishment of School Zone at SR 532 and 72nd Avenue
Contact Person: Alan Lytton, City Engineer
Attachments: 1. Resolution 2026-08 SR 532 School Zone

ISSUE

The issue before the Council is whether or not to adopt Resolution 2026-08 in support of the establishment of a School Zone at SR 532 and 72nd Ave.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Resolution 2026-08 expressing support for the establishment and adoption of a school zone at the intersection of State Route 532 (SR 532) and 72nd Avenue, and directing staff to coordinate with the Washington State Department of Transportation (WSDOT) and the Stanwood-Camano School District on implementation.

BACKGROUND

The intersection of SR 532 and 72nd Avenue is a key transportation corridor within the City of Stanwood, serving both vehicular and pedestrian traffic at a high volume. This location provides primary access for students traveling to and from Stanwood High School and Port Susan Middle School.

In addition to school-related travel, students frequently cross SR 532 at this intersection to reach nearby commercial and community destinations, including restaurants, grocery stores, and recreational facilities located south of the highway. Existing and future development, including the Cedarside project, is expected to further increase pedestrian activity in the area.

Under RCW 46.61.440, jurisdictions are authorized to establish school speed zones, including reduced speed limits of 20 mph within 300 feet of marked school crosswalks when properly signed.

Because SR 532 is a state highway, coordination with WSDOT is required to evaluate and implement any changes, including signage, speed limit adjustments, and potential crossing improvements.

This resolution formally communicates the City's support and intent to partner with WSDOT and the School District to advance these safety enhancements.

FINANCIAL IMPACT

There is no immediate financial impact associated with adoption of this resolution. Future costs related to design, signage, or construction of school zone improvements will be determined through coordination with WSDOT. In communications with WSDOT they intend to fund and coordinate the design, signage, and installation of improvements. The School District and/or the City will be responsible for the controllers inside the flashing school zone signs.

RECOMMENDED MOTION

"I MOVE TO ADOPT RESOLUTION 2026-08 SUPPORTING THE ESTABLISHMENT OF A SCHOOL ZONE AT SR 532 AND 72ND AVENUE."

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, EXPRESSING SUPPORT FOR THE ESTABLISHMENT AND ADOPTION OF A SCHOOL ZONE ON STATE ROUTE 532 IN THE VICINITY OF 72ND AVENUE NW.

WHEREAS, RCW 46.61.440 establishes a maximum speed limit of 20 mph (unless otherwise provided) within 300 feet of any marked school or playground crosswalk, when the crosswalk is fully posted with standard school or playground speed limit signs; and

WHEREAS, the same statute authorizes cities, towns, and counties to create school speed zones or playground speed zone on a road bordering a marked school or playground; and

WHEREAS, the intersection of State Route 532 (SR 532) and 72nd Avenue is a major intersection in the City of Stanwood that experiences high volumes of traffic and pedestrian crossings; and

WHEREAS, the safety and well-being of children and pedestrians is a primary concern of the City of Stanwood; and

WHEREAS, both the City and the School District share concerns regarding student and pedestrian safety at this intersection due to the high volume of pedestrian crossings; and

WHEREAS, high school and middle school students cross this intersection to access Stanwood High School and Port Susan Middle School; and

WHEREAS, students frequently cross SR 532 to access nearby destinations such as McDonald's, Haggen's and the YMCA on the south side of the highway.

WHEREAS, once the Cedarside development is complete, pedestrian activity of all ages is expected to increase at this location; and

WHEREAS, the establishment of a designated school zone at SR 532 and 72nd Avenue can promote driver awareness, safer travel conditions for students, families, and school staff; and

WHEREAS, school zones reduce vehicle speeds, improve driver attentiveness, and decrease the likelihood and severity of collisions involving pedestrians; and

WHEREAS, coordination with the Washington State Department of Transportation (WSDOT) is necessary for the implementation of a school zone on SR 532 in abiding with “City Streets as part of State Highways”; and

WHEREAS, the City of Stanwood desires to partner with WSDOT and the Stanwood-Camano School District to advance this safety improvement.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Stanwood hereby expresses its formal support for the establishment and adoption of a school zone on SR 532 in the vicinity 72nd Avenue NW.

Section 2. The City Council directs staff to coordinate with the Washington State Department of Transportation (WSDOT) and the Stanwood-Camano School District to evaluate, design, and implement appropriate school zone measures, including signage, speed reductions, and potential crossing improvements.

PASSED AND APPROVED by the City Council of the City of Stanwood this 9th day of April 2026.

CITY OF STANWOOD

By: _____
Sid Robers, Mayor

ATTEST:

By _____
Lisa Sokolik, City Clerk