

CITY OF STANWOOD

Special Meeting of the City Council
Thursday, December 09, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Assistant to the Administrator Krista Hintz called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Judy Williams. Position Six is vacant with the election of Mayor Roberts. The meeting was quorate.

Also known to be present: Interim City Administrator Shawn Smith, Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Fire Chief John Cermak, Police Chief Rob Martin, City Attorney Nikki Thompson, Finance Director David Hammond, Finance Manager Wendy Dowhower, Assistant to the Administrator/Communications Manager Krista Hintz, Parks Planner Carly Ruacho.

3. APPROVAL OF THE AGENDA

Motion by Councilmember White, second by Councilmember Williams to approve the agenda.

Motion carried unanimously.

4. CITIZEN COMMENTS

The city did not receive any written comment and one citizen who requested to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required to register on the City Website by 9:00 am today, be visible on camera and provide their name and address.

The city received one requests for verbal comment.

Tim Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Ethics

5. PRESENTATION

Washington State Auditor's Exit Conference- Presented by State Auditor's Office -Serena Sall, Karyna Orcutt, and Deena Garza,

Financial Audit Results -January 1, 2020, through December 31, 2020

- The SAO has issued an Unmodified Opinion in accordance with Regulatory Basis of Accounting (BARS Manual).
- Adverse Opinion on U.S. GAAP also issued.
- Audit conducted in accordance with Government Auditing Standards.
- No significant deficiencies in internal control reported.
- No deficiencies considered to be material weaknesses.
- No instances noted of noncompliance that were material to the financial statements of the city.
- No uncorrected or misstatements were identified.
- No material misstatements were identified.

Federal Grant Compliance Audit Results – January 1, 2020, through December 31, 2020

- Unmodified Opinion issued on the city's compliance with requirements applicable to its major program.
- Audit conducted in accordance with Government Audit Standards and the Uniform Guidance.
- No significant deficiencies in internal control.
- No deficiencies considered to be material weaknesses reported.
- Instance of one issue of noncompliance regarding federal procurement policy which has been addressed by City Management.

Takeaways

- *The city followed Federal Procurement Guidelines correctly and had a good policy, written procedures just need to be updated to match current procedures.
- 2021 Audit costs are in alignment with the original estimate, a 2022 estimate has been submitted.
- The 2022 Audit will consist of an Accountability for public resources Audit-years 2020-2021, and a Financial Statement Audit for 2021.

6. COMMITTEE REPORTS

Councilmember Shepro mention that the names of the PTAC members had been omitted from the minutes as attendees and asked for the correction to be made.

7. CONSENT AGENDA

- Approve Vouchers and Payroll Checks
- Approve November 22, 2021, Regular City Council Meeting Minutes
- Parks and Trails Advisory Committee Appointments
- Economic Development Board Appointments
- Acceptance of Housing Action Plan Grant for Department of Commerce and Blueline Contract

Motion by Councilmember White, second by Councilmember Pearce to approve the consent agenda, items A thru E.

Motion carried unanimously.

8. OLD BUSINESS

a. Resolution 2021-15 - Sebranke Property Acquisition

Community Development Director Patricia Love presented an \$80,000 Purchase and Sale Agreement with Brad Sebranke to purchase property in east end historic shopping district.

The city entered into a purchase and sale agreement in 2016 to purchase the Sebranke property on the northwest corner of 271st Street and Florence Road along the city's "Main Street" for the purpose of creating a downtown park and enhancing public amenities.

Initial environmental studies showed underground petroleum and other contaminants that were the result of an old gas/service station previously located on the site. Due to clean up costs and liability reasons, the city canceled the purchase and sale agreement with the property owner.

Last year the city became aware of a \$200,000 grant through Washington State Department of Commerce for local brownfield clean-up projects and an additional \$50,000 grant from the Department of Ecology to conduct the necessary environmental studies. These combined grants provide a low-cost clean-up opportunity allowing the city to implement the economic development concepts identified in the City's Downtown Subarea Plan. On February 25, 2021, the City Council accepted the \$50,000 Department of Ecology Clean Up Grant which began the process to purchase the Sebranke property.

A purchase price of \$80,000 was deemed acceptable by both buyer and seller with closing to occur prior to December 25, 2021. The city will move forward with the Department of Commerce \$200,000 Clean Up Grant once the purchase has been finalized.

Motion by Councilmember Shepro, second by Councilmember Robb to approve resolution 2021-15, authorizing the purchase and sale agreement, authorizing the delivery of funds to closing, and authorizing the mayor to sign all closing documents for the city to acquire the property.

A Roll Call Vote was taken, motion carried unanimously.

9. NEW BUSINESS

a. Memorandum of Understanding with Stanwood Camano Arts Advocacy Commission

Community Development Director Patricia Love presented a Memorandum of Understanding and associated on-call contract between the Stanwood Camano Arts Advocacy Commission and the City of Stanwood creating a partnership to implement future art projects. Angelique Leone and Rose Olson from the SCAAC were available for questions.

The five-year, non-exclusive, MOU describes the structure of the program. The partnership will help facilitate Art in Public Places through the City Beautification Plan. The SCAAC will manage the art projects and work with the artists. Projects will be presented to the City Council for final approval.

Motion by Councilmember Robb, Second by Councilmember Shepro to authorize the mayor to sign the Memorandum of Understanding and associated on-call contract between the City of Stanwood and the Stanwood Camano Arts Advocacy Commission establishing a partnership for the purpose of implementing city sponsored art projects.

A Roll Call Vote was taken, motion carried unanimously.

b. City Beautification – Year in Review and Banner Program

Community Development Director Patricia Love presented an update on the 2021 City Beautification projects and proposed Council consideration and approval of the City Banner Program.

- **SR 532 Landscaping**

November 2021 Landscaping Installed under Snow Goose Signs at three locations: SR 532 North and South side of 72nd Avenue and at 92nd Avenue.

- **72nd Avenue Entry Sign**

November 2021 New landscaping Installed in front of existing City Entry Sign by the high school.

- **88th Avenue Arch**

Preliminary Design: October 2021 Preliminary Design Complete; Obtaining Scope of Work for Engineering and Structural Design

- **Service Club Sign**

Posts Installed November 2021 - Poles Designed and Installed at 72nd Avenue; Service Club Logos will be installed once the weather dries out.

- **Wayfinding Signage**

Public Parking Signs Installed Summer of 2021; Banner Program Pending

The Economic Development Board Prioritized City Banners as the Next Wayfinding Project

- **Main Street Revitalization Project**

West End Business Meeting: October 2021, East End Business Meeting: September 2021

Concept Designs Prepared; Next Step is to Prepare Scope of Work for Preliminary Designs and Public Outreach.

As part of wayfinding portion of the 2021 City Beautification project, the Economic Development Board has recommended that the city move forward with restarting the banner program. This proposal allows for two types of banners: city sponsored seasonal beautification and event sponsored banners. Events could include glass quest, art festivals, music in the park, or others.

The project includes working with the Stanwood Camano Arts Advocacy Commission (SCAAC) to prepare two sets of seasonal banners: spring/summer theme and a fall theme. A winter / holiday theme is not proposed as the city puts up holiday decorations starting after Thanksgiving. Approval of the banner program will allow the city to move forward to contracting with SCAAC to commission the work, review and approve the designs, and have them installed by early to mid-spring.

The first phase of this work will be to install the banners in the downtown area on city owned poles. As part of the wayfinding element of the City Beautification Action Program new city owned banner poles will need to be fabricated and installed in the west end historic district as well as uptown on 72nd Avenue.

Motion by Councilmember Pearce, Second by Councilmember Williams to accept the banner project narrative and direct staff to initiate the program with the intent to install the spring/summer themed banners by early to mid-spring.

A Roll Call Vote was taken, motion carried unanimously.

c. North County Fire ILA Update

Community Development Director Patricia Love and Fire Chief John Cermak presented the North County Regional Fire Authority annual update of the Interlocal Agreement.

The purpose of the current ILA is to provide needed fire services to the city beyond general fire and emergency aid to the residents of Stanwood. These services include Fire Marshal services, fire prevention / investigations and emergency management services as described below.

- Fire Marshal Services: Provides fire permit plan review, inspection and code enforcement services; the Fire Marshal is also a member of the City's land use permitting team which includes planning, building, engineering and fire.
- Fire Prevention and Investigation Services: The Fire Marshal and ladder crew conduct yearly fire safety inspections of local businesses, conducts fire safety education, is an active partner at city events (Touch a Truck, National Night Out and other special events) and participates as a member of the City's Management Team.
- Emergency Management Services: Manages the Emergency Operations Center (EOC) for the City of Stanwood. Its operations are headquartered at Fire Station 99 on the corner of SR 532 and Pioneer Highway.

The proposed ILA amendments are intended to clarify ambiguities in the document, add fire permit review / inspection services and update the payment schedule with current costs. In addition to the proposed ILA changes, an associated amendment to the City's fee resolution is needed to reflect current hourly rates for fire employees and changes to the fire permit fees. This will not require a budget amendment.

Motion by Councilmember Shepro, Second by Councilmember White to authorize the mayor to sign the Interlocal Agreement with the North County Regional Fire Authority for on-going Fire Marshal, Fire Prevention and Emergency Management Services

A Roll Call Vote was taken, motion carried unanimously.

d. Fee Resolution Update

Community Development Director Patricia Love presented Resolution 2021-14 – Updates, Clarifications, and Changes to Consolidated Schedule of Fees. Council was provided with a table indicating proposed changes which were marked by **bold** and underlined text.

Motion by Councilmember Shepro, Second by Councilmember White to approve Resolution 2021-14 updating the Consolidated Fee and Charge Schedule Effective January 1, 2022.

A Roll Call Vote was taken, motion carried unanimously.

e. Community Transit Board Representative

Finance Director David Hammond asked Council to consider appointing Mayor Roberts to represent the City of Stanwood as a candidate for appointment to the Community Transit Board of Directors. Mayor Roberts has served on the board since 2020.

Motion by Councilmember Pearce, Second by Councilmember Shepro to appoint Mayor Roberts to represent the City of Stanwood at the Community Transit meeting to select a new board of directors.

Motion carried unanimously.

f. Washington State Transportation Board (TIB) Overlay Grant Authorization

Public Works Director Kevin Hushagen asked for Council consideration to allow the mayor to sign an agreement with the Transportation Improvement Board (TIB) for grant funding of the 68th and 72nd Avenue overlay projects. The total grant funding is \$418,149, and the 15% match will be \$73,790. The matching funds will come from the Transportation Benefit District (TBD). These projects are in the City's 2022 budget and Capital Improvement Plan. Along with the paving, approximately six ADA ramps will be brought up to current standards.

In the past, the city has partnered with Snohomish County to manage these projects. The county did not have an overlay program the previous two years and city staff managed the projects in both years. These projects went very well, came in under budget and were completed in much less time than prior years. Therefore, staff plans on managing these projects internally again.

Motion by Councilmember Robb, Second by Councilmember White to authorize the mayor to execute the Grant Agreement with Transportation Improvement Board for the 68th And 72nd Avenue Overlay Projects.

A Roll Call Vote was taken, motion carried unanimously.

10. CITIZEN CLOSING COMMENTS – Removed via motion at the 3-26-2020 Meeting

11. REPORTS OF OFFICERS AND COMMITTEES

a- Mayor's Report

- A housekeeping item was added at the request of City Attorney Nikki Thompson. Council was asked to make a motion to cancel the December 23, 2021, Regular City Council meeting.

Motion by Councilmember Pearce, Second by Councilmember Williams to approve canceling the December 23, 2021, City Council meeting.

Motion carried unanimously.

- Mayor Roberts mentioned the Council vacancy, two Planning Commission vacancies, and the process for application and appointment.
- Mayor Roberts also mentioned that Finance, Public Works and Community Development all have openings for which the city is hiring.
- The Association of Washington Cities is offering a \$1,500 scholarship for graduating seniors.
- Stanwood Camano Little League is in need of volunteers.
- Mayor Roberts stated that he has been very impressed with City staff and the work they do.
- Three Councilmembers have come to the end of their terms. Mayor Roberts thanked Councilmember Rob Johnson, Councilmember Dianne White and Councilmember Judy Williams for their service, and dedication to the City of Stanwood.

b- City Administrator's report-

- The Great Northwest Glass Quest has applied for a \$2,000 tourism grant which was approved by the Economic Development Board.
- Thank you to Chief Rob Martin for all of his hard work and involvement with the city.
- Thank you to Chief John Cermak for being such a great partner to the city.
- The Santa Run is happening, neighborhood schedules are on the website
- Thank you to Councilmember Rob Johnson, Councilmember Dianne White and Councilmember Judy Williams for all you have done for the city.

c- Councilmember Reports and Questions

Councilmember White spoke on her time as a Councilmember and has enjoyed her many years of service to the city which began with a seat on the Planning Commission.

Councilmember Williams spoke on her time as a Councilmember and highly values her time on council and ability to be a part of all the city has accomplished.

Councilmember Johnson congratulated Mayor Roberts and the Councilmembers-elect on their successful election campaigns. Councilmember Johnson will continue to serve the city as a Regional Fire Authority Commissioner with Councilmember Williams. Councilmember Johnson also paid tribute to Councilmember White.

Councilmember Robb provided his heartfelt thanks to Councilmembers White, Johnson, and Williams and stated that the city will miss the knowledge base held by the three council members.

Councilmember Pearce has great respect for anyone that times time to serve on the City Council and has great respect for the three departing councilmembers' service. He also called out Councilmember Judy Williams for coming in prepared while keeping an open mind.

Councilmember Shepro thanked Councilmember Williams for the emotion she showed in her goodbye, thanked Councilmember Johnson for not getting emotional, and thanked Councilmember White for all she has done. He also thanked Mayor Roberts and commended him for a well-run first meeting, thanked the citizens that participated in tonight's meeting, and congratulated the councilmembers-elect that will

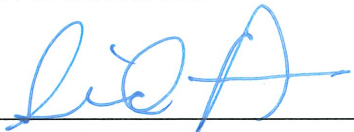
be sworn in soon. Councilmember Shepro also thanked all the community members that volunteer their time on the various committees.

Mayor Roberts reminded everyone that the incoming Councilmembers will be sworn in on December 23rd.

12. ADJOURN

The meeting was adjourned at 8:38 p.m.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Krista Hintz, Assistant to the Administrator

1-13-22 Regular Council Meeting Minutes

Final Audit Report

2022-01-21

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