

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, February 24, 2022 – 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

City Clerk Lisa Sokolik called the roll with the following Councilmembers present: Dani Gaumond, Marcus Metz, Darren Robb, Tim Pearce, Steve Shepro, Andreena Bergman and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Police Chief Becky Lewis, Fire Chief John Cermak, Finance Manager Wendy Dowhower, Senior Planner Carly Ruacho, Utilities Supervisor Leigh Danielson, Human Resource Manager Pat Adams, City Attorney Nikki Thompson, Assistant to the Administrator & Communications Manager Krista Hintz, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Motion by Councilmember Robb, second by Councilmember Shepro to approve the agenda as written. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments or requests to verbally address the Mayor and City Council. Citizens who wish to speak verbally are required to register on the City Website by 9:00 am the morning of the meeting and are required to be visible on camera and identify themselves with name and address.

5. Staff Reports

a. Police Compstat Report – January 2022

Councilmember Shepro commented that the report was discussed at the Public Safety Committee meeting on February 24, 2022, at 5:00 p.m. The report has more detail than needed. Chief Lewis will look at the report to see how to simplify.

b. Finance Department 2021 Fourth Quarter Report

c. Transportation Benefit District 2021 Annual Report

Councilmember Robb commented that the Committee Reviews section should be amended. This item was on the February 24, 2022, 6:00 p.m. Finance Committee meeting agenda but was not discussed due to time restraints.

6. Committee Reports

- a. Planning Commission Meeting Minutes – January 10, 2022
- b. Public Works Committee Minutes – February 7, 2022

7. Consent Agenda

- a. Approve Payroll Checks and Vouchers
- b. Approve February 10, 2022, City Council Regular Meeting Minutes
- c. Approve February 10, 2022, City Council Special Workshop Meeting Minutes
- d. Utility Account Adjustment
- e. Salary Commission Reappointment – Nicole Gilligan

Motion by Councilmember Metz, second by Councilmember Pearce to approve the consent agenda items A through E. Motion carried unanimously.

8. Old Business

9. Public Hearing

10. New Business

- a. Interlocal Participation Agreement-National Purchasing Cooperative

Motion by Councilmember Robb, second by Councilmember Shepro to authorize the Mayor to sign an Interlocal Participation agreement with the National Purchasing Cooperative.

Roll call of votes was taken:

<i>Councilmember Pearce</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Shepro</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Bergman</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Schmitt</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Gaumond</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Metz</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Robb</i>	<i>–</i>	<i>Yes</i>

Motion carried unanimously.

- b. Authorize Mayor to sign Budgeting Software Services contract with ClearGov, Inc.

Finance Director Hammond discussed the benefits of the software suite which will provide budgeting, planning, capital and operational planning, forecasting, budget vs, actual financial information, and improve the detail and professionalism of financial information provided on the city website.

Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to sign a budgeting forecasting and financial transparency software-as-a-service subscription with ClearGov, Inc.

Roll call of votes was taken:

<i>Councilmember Pearce</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Shepro</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Bergman</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Schmitt</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Gaumond</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Metz</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Robb</i>	<i>–</i>	<i>Yes</i>

Motion carried unanimously.

- c. Authorize the Mayor to Sign Task Order 2021-16.2 with Confluence Environmental to Complete Design of the Stanwood-Port Susan Trail

Senior Planner Ruacho discussed the design phases of the Stanwood Port Susan Trail. This contract addresses design phase II which is currently at 30%; the contract with Confluence would get the design to 60% and then to 100%. This is a large design contract as there are several complicated elements; retainage issues, slope differences, a pedestrian bridge, and an elevated boardwalk. These elements will require expertise by different firms. Confluence will be the lead consultant, but they will have four sub-consultants who will look at the civil design, geotechnical work, mitigation, landscape architect, and permitting. This contract will get us to 60% design which will allow staff to start applying for permits, and then to 100% so a bid can be issued for construction.

Councilmember Pearce commented that he is very excited to be moving forward with this project. What he hears from citizens is that they like to get out and walk so trails are important. We have seen great success with the different trails already established. He thanked Ruacho for her hard work on this project.

Councilmember Schmitt thanked Ruacho for her hard work and dedication to this project. Schmitt asked Ruacho if this phase will be the most technically challenging and expensive of the 5 phases? Ruacho responded that there will be more obstacles in the future when making the whole trail loop. Where the city does not have full authority over

where we want the trail, partnerships will need to be made to complete the full loop, staff will continue to work on those partnerships. Schmitt asked about the Legal Testimony \$400/hr, 4hr minimum charge (page 101 of council packet). Ruacho answered that this line item is not in our scope of work, it is an option, and they are disclosing that they have this service.

Councilmember Shepro is excited for this project. He asked what happens if there are difficulties obtaining SEPA or Shoreline Approvals. Ruacho responded that that is a risk for any project. The permitting stage cannot start without a descent level of design. For this project and this phase, most of the permits needed are issued by the City. For any other permits, the consultant is working closely with those agencies to make sure our design meets those requirements. Also, someone can appeal, so the city would go through that process, but to date, staff has not heard any objects.

Councilmember Shepro asked if worst case scenario were to happen, would the city be financially responsible for just the completed tasks or also for uncompleted tasks? Community Development Director Love responded that we would only be obligated for the work completed, per the termination clause in the contract. Shepro asked about the location of the trail in Phase 4. Love responded that the actual trail will be dependent on who our partners are. The map is showing a general idea of where we want the trail to go.

Motion by Councilmember Shepro, second by Councilmember Pearce to authorize the Mayor to sign a Task Order with Confluence Environmental under their existing on-call contract for final (100 percent) design of the Stanwood Port Susan Trail Phase 2 in the amount of \$379,663.90.

Roll call of votes was taken:

<i>Councilmember Pearce</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Shepro</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Bergman</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Schmitt</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Gaumond</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Metz</i>	<i>–</i>	<i>Yes</i>
<i>Councilmember Robb</i>	<i>–</i>	<i>Yes</i>

Motion carried unanimously.

11. Citizen Closing Comments – Removed via Motion at the 3-26-2020 Meeting

12. Report of Officers and Committees

a. Mayor's Report

Mayor Roberts said early in the week he walked with Chief Lewis and City Administrator Smith and on Friday he walked with Councilmembers Shepro and Schmitt. He would love to walk with other councilmembers. In May he will officially start the Walk with the Mayor.

Mayor Roberts has asked the City Attorney to look at the Rules and Procedures, Rule 11 Council Meeting Agenda. There has been some confusion on how councilmembers can bring forward and add an item to the agenda.

The Mayor and his wife, Susan will be celebrating their 39th wedding anniversary next week. Susan is a local Stanwood girl, and they were married in the Stanwood United Methodist Church. He said the secret to a happy marriage is to marry way over your head.

The Mayor will be appointing long-time Stanwood resident Nick Hanson to the Salary Commission. He attended the Parks and Trail Advisory Committee meeting and enjoyed listening to their discussion. It looks like the Governor's indoor mask mandate will be lifted in March; he is looking forward to returning to in-person meetings. Meeting locations are still being considered; the school district has been contacted but they have not decided.

b. City Administrator Report

City Administrator Smith said Public Works just opened two bids this week. The Church Creek Sewer project received 8 bids; low bid was \$939,000, high bid was \$1.19 million, and the engineer estimate was \$821,000. The more impressive bid opening was the Overlay project on 72nd and 68th, this was the City's first internal design project ever, done by Alan Lytton, Engineering Technician Extraordinaire. The city received ten bids; engineering estimate was \$382,000, low bid was \$318,000, and the high bid was \$468,000, real good numbers and a great job by Alan.

Smith gave an update on the water shut off issue. The Governor lifted the moratorium on late fees and shut-off last month and for the 1st round of shut offs almost everyone paid, so there were very few customers who had their water shut off. This week was the 2nd round with 181 door hanger notices, quite a few customers paid bringing the total down to less than 30 unpaid. Today was the scheduled shut off day but it has been delayed until Monday due to the snow and freezing weather. Smith gave a big shout out to everyone in Finance Marcy, Amy, Wendy, and David, and Lisa helped out too. Also, we received ten record requests in two days this week which takes a lot of staff time.

c. Councilmember Reports/Questions

Councilmember Schmitt congratulated the city on the enormous success of Glass Quest. This event has great community enthusiasm, and he thanked the city for its participation. He was delighted to see Stanley the Elf make a cameo appearance again. One of the

objectives from the last meeting was to increase citizen engagement and communication and he can't think of better media hook than Stanley the Elf. He issued a challenge to set a quota of one time per week showing Stanley the Elf around town, in the Mayor's office, driving the city's backhoe or sitting on a water valve.

Councilmember Bergman wished the Mayor happy anniversary. She brought her granddaughter to City Hall this week for a visit. She suggested that it would be nice to have a treasure box of city stickers, pencils, and other city items for little kids when they come to visit. She is looking forward to seeing the parks and trail project moving forward.

Councilmember Shepro started reading a book on municipal finances which led him to ask Finance Director Hammond where we stood debt-wise. Hammond's response, read by Shepro, said the city currently has no general obligation debt or debt approved by excess property tax levies. We have utility debt backed by utility revenues, so by other city standards, Stanwood is pretty much debt free. This is awesome news.

Councilmember Pearce said there was a lot of great stuff tonight. He said to Smith that it's great we have a fully designed project by our own staff, but he wants to argue the point, he is certain that 100 years ago several Norwegians stood out in the street and said, 'this is where it's going', so probably not the 1st fully city planned project, but modern day. Pearce thanked city staff for all their hard work.

Councilmember Robb wished the Mayor happy anniversary. He said he also married out of his league, and he heard the secret to a happy marriage was square footage and two TIVO's.

Councilmember Metz is very excited for the Stanwood-Port Susan Trail moving forward and for the new budgeting software.

Councilmember Gaumond wished the Mayor and Susan happy 39th anniversary. She is looking forward to in-person meetings.

13. Adjourn to Executive Session – None Scheduled for this Meeting

14. Reconvene and Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:03 p.m.

CITY OF STANWOOD



Sid Roberts (Mar 11, 2022 09:04 PST)

Sid Roberts, Mayor

ATTEST:



Lisa Sokolik, City Clerk

02-24-2022 Council Regular Meeting Minutes

Final Audit Report

2022-03-11

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