

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 14, 2022 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

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

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, Fire Chief John Cermak, Police Chief Rebecca Lewis, Finance Manager Wendy Dowhower, City Attorney Nikki Thompson, Economic Development & Marketing Manager Sarah Cho, Assistant to the Administrator & Communications Manager Krista Hintz, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Motion by Councilmember Metz, second by Councilmember Pearce to approve the agenda as amended. Motion carried unanimously.

4. Presentation

a. Pickle Ball Presentation

Doug Shafer, Spokesperson for the Camano-Stanwood Pickle Ball Association Club and Gordy Holmes, President of the Camano-Stanwood Pickle Ball Association Club gave a presentation on the fastest growing sport, pickle ball which Governor Inslee made the official Washington State sport on March 28, 2022.

5. Citizen Comments

The City received two written comments and two requests to verbally address the Mayor and City Council. Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting. Verbal comments may be provided by attending the meeting in-person or via Zoom.

Written Comment

Rick Angelo

3534 Summerland Drive, Camano Island
Topic – Stanwood Pickle Ball

Molly Simon

27325 Pioneer Hwy, Stanwood
Topic – Requesting a sidewalk on 80th

Verbal Comment

Gary Katzenmaier 8001 272nd St., Stanwood
Topic – Pride Rainbow Painted Crosswalk

Karl Nystrom Stanwood Topic – Toxic Waste Dump on 300th

6. Staff Reports

a. Police Compstat Report – February

Councilmember Schmitt commented that he'd like the report to be narrowed down to the 5 top-level bullet points: number of felonies, misdemeanors, traffic accidents, and calls to 911 and to fit them on one page.

Councilmember Robb appreciated the addition of the SRO page.

7. Committee Reports

- a. Economic Development Board Meeting Minutes – February 18, 2022
- b. Parks and Trails Advisory Committee Meeting Minutes February 22, 2022
- c. Public Works Committee Meeting Minutes – April 4, 2022

Councilmember Robb gave a report of the Public Works Committee meeting. The Committee discussed the Lease Agreements that are on the consent agenda, item e., the Committee's recommendation to Council is to pass the item. Most of the meeting was spent discussing the Six-year Transportation Improvement Plan (TIP) 2023-2028. They focused on prioritizing the sidewalk projects. Robb is requesting for Councilmembers to look at the proposed Six-year TIP and provide feedback, comments, project ideas, and project priorities before the May 2nd PWC meeting, so a comprehensive Six-year TIP can be brought to full council in June.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 24, 2022, City Council Regular Meeting Minutes
- c. Approve March 24, 2022, City Council Special Workshop Minutes
- d. Authorize Mayor to Sign MRSC Annual Agreement
- e. Authorize Mayor to Sign Lease Agreements with Stanwood Lacrosse and North County Youth Soccer Association

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

9. Old Business

a. American Recovery Plan Spending

Finance Director David Hammond discussed the revised list of projects that have been made possible by the ARPA funding. He discussed the recommendation of using REET 2 funds for the Floodwall project instead of ARPA funds. A preliminary budget from the Mayor will be brought to Council in August.

Councilmember Robb asked Hammond to clarify why the floodwall has federal requirements and should be used with REET 2 funds instead of ARPA funds. Hammond said it's a question of timing, the previous council designated ARPA funding for the Floodwall project. Staff was proceeding with the intention to do the procurement in compliance with a Federal Public Works requirements. The City is subject to the regulations in effect when action is taken.

Motion by Councilmember Robb, second by Councilmember Metz to authorize staff to proceed with the attached list of projects and prepare a mid-year budget amendment that reflect this work as necessary.

Roll call of votes was taken:

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

Motion carried unanimously

10. Public Hearing

Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>, or verbal comments may be provided by attending the meeting via Zoom; for assistance call 360-454-5213.

a. Comprehensive Plan Public Participation Plan

Community Development Director Patricia Love presented the Public Participation Plan which is the first step of the Comprehensive Plan update. Under state law, it is a requirement for the city to adopt a Public Participation Plan and do it early and continuous, with a robust outreach through the two-year process. The Public Participation Plan lays out the process of who will be reached out to and how they will be reached. The Planning Commission and Community Development Committee have both reviewed the plan and had some suggestions that have been incorporated into the plan.

Councilmember Schmitt said if paid professional surveys are utilized that they meet a very high bar to make sure they move the mission forward. Love responded that in the contract there is a section on public outreach and staff will also be doing public outreach, e.g., setting up a booth at the farmer's market, keeping an email list, and creating a party of record list.

Councilmember Shepro suggested the use of a dedicated Facebook page just for the Comprehensive Plan Update.

Councilmember Robb commented that the Public Participation Plan is much more important than just a state requirement. He is looking forward to the multi-prong approach for getting feedback

from the public. He really liked the tag line "Stanwood Comprehensive Plan, Remember Yesterday, Imagine Tomorrow".

The Mayor opened the Public Hearing to receive public comments. No citizen comments received.

Motion by Councilmember Shepro, second by Councilmember Robb to adopt Resolution 2022-06 establishing the public participation plan for the 2024 Comprehensive Plan Update Process.

Roll call of votes was taken:

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

Motion carried unanimously

11. New Business

- a. Authorize Mayor to sign Amendment No. 1 to the FreeDoc Information Automation contract 2022-46

Finance Director David Hammond discussed the Electronic Records Management project and the multiple steps to get city records digitized and the reason for Amendment No. 1. Staff is ready to move to the scanning phase of the project, eighty boxes of building permits, which have a very long retention period of life of building plus six years and are the most requested records. Once the scanned documents are uploaded to Laserfiche they will be searchable using Optical Character Recognition (OCR).

Councilmember Robb asked how many more boxes will there be after the eighty boxes are scanned? Hammond clarified that the eighty boxes are all the boxes through 2020. Robb asked if there is an offsetting cost savings from staff time by not having to search through paper documents. Hammond said not quantified, but over the next few years there definitely will be efficiently, which will save staff time and space in the records room. Robb asked if this is a good use of ARPA funding. Hammond said this was a great example of an appropriate use the ARPA funds on because it is a one-time, non-recurring project.

Councilmember Schmitt asked what lessons were learned by on going over budget on Task Order No.1. Hammond said he stopped the project after receiving the first invoice, as the contractor billed for a large amount of travel time. Going forward, the consultant will come up for three days and stay in a hotel.

Councilmember Metz commented that he is very excited for this project, he has spent a great deal of time looking up permits and in this day and age it will be very helpful to have permits online and easily accessible.

Motion by Councilmember Metz, second by Councilmember Gaumond to authorize the Mayor to sign an amendment to contract 2021-46 with Freedoc, with revised not to exceed amount of \$151,165.27.

Roll call of votes was taken:

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

Motion carried unanimously.

b. Acceptance of Artwork for the Banner Project.

Economic Development & Marketing Manager Sarah Cho gave an update on the banner project. Staff received all the artwork submissions from the Stanwood-Camano Art Advocacy Commission (SCAAC). The artwork was presented to city staff and SCAAC staff to see which submissions were suitable for the banner project. The narrowed down submissions were then brought to the Economic Development Board (EDB) for a second review, EDB had a few minor edits, but over all were happy with all the submissions. All of the submissions have been included in the council packet.

Councilmember Schmitt suggested placing the more complex designs in the pedestrian areas and the simpler designs along SR532.

Councilmember Shepro asked about banner sample on page 10.52 which shows the city logo and asked if text like 'Welcome to Stanwood' could be placed on the banners? Cho answered that currently there is no text on the banners, but they are considering having the artists sign the corner of their artwork. Also, there is an option to have one dedicated banner for the City of Stanwood. Adding text to any of the artwork would require the permission of the artist.

Councilmember Bergman asked how many times will these banners be used? Cho answered that they would be ready to hang by June. The banners have a life of three years, after three years the program would start again and with a new cycle of new artwork from new artists. The artists are all local, living within the Stanwood-Camano School District. Bergman would like to see more historical or Scandinavian inspired artwork for the next round.

Councilmember Metz commented that the banners go a long way towards city beautification. If any artists agree to have text added to their artwork, he suggested placing those banners by the city limits arterial routes.

Motion by Councilmember Pearce, second by Councilmember Bergman accept the submitted artwork for the banner project and direct staff to initiate the production and manufacturing of the banners with the intent to install the spring/summer themed banners by early to mid-spring.

Roll call of votes was taken:

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

Motion carried unanimously

- c. Authorize Mayor to Sign the Stanwood Chamber of Commerce Event Management Agreement

Economic Development & Marketing Manager Sarah Cho discussed the Stanwood Chamber of Commerce's proposal of managing the Summer Concert Series for 2022. Judy Williams, President of the Stanwood Chamber was in attendance to answer Council questions.

Councilmember Schmitt asked what the radius of the advertising and how far does this event draw? Williams answered that it is a social media advertisement with the Stanwood Chamber of Commerce who will be boosting all the posts. Posters will be hung all throughout Stanwood, Mount Vernon, Everett, and Bellingham areas. In the past, the concert series were included in the advertisement rental space on the electronic billboard on I-5. In terms of mile radius, Williams said approximately 35 miles, plus the Facebook miles.

Councilmember Shepro was happy to see that other geographic spots were chosen for the concerts. He would like to know if the new spots have a better turnout than the previous year's locations. Williams said they just heard back from Haggen's headquarters, and they said no to the use of their parking lot.

Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to execute the professional services agreement with the Stanwood Chamber of Commerce for management of the special event: summer concerts series with an event management fee of \$11,000.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>

<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously

d. Adoption of Resolution 2022-03 Amending Council Rules of Procedure

Mayor Roberts introduced the proposed amendments to the Council Rules of Procedure, noting that Rule 44 states that the Rules of Procedures should be periodically reviewed. In March of 2020 there was a motion to take off Citizen Closing Comments from the agenda. Mayor Roberts wanted to address this issue and asked for council comments.

Councilmember Schmitt feels strongly about retaining the citizen closing comments, he was greatly alarmed with the possibility that the opportunity for citizen comments would be reduced.

Motion by Councilmember Schmitt, second by Councilmember Robb to retain Citizen Closing Comments.

Councilmembers discussed the issue of retaining or removing the Citizen Closing Comments from the agenda.

Roll call of votes was taken:

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

Motion carried unanimously.

The Mayor opened for discussion the proposed amendment to the Rules of Procedures. Councilmembers discussed the amendments to rules 11, 20, 29 and 40 and asked clarifying questions to the City Attorney, Nikki Thompson.

Motion by Councilmember Robb, second by Councilmember Shepro to change Rule 22 (k) to Public Closing Comments.

Roll call of votes was taken:

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

Motion carried unanimously.

Motion by Councilmember Robb, second by Councilmember Shepro to change Rule 22 (h) from Old Business to Unfinished Business.

Roll call of votes was taken:

Councilmember Schmitt –	Yes
Councilmember Gaumont –	Yes
Councilmember Metz –	Yes
Councilmember Robb –	Yes
Councilmember Pearce –	Yes
Councilmember Shepro –	Yes
Councilmember Bergman –	No

Motion carried 6 yea, 1 nay.

Motion by Councilmember Metz, second by Councilmember Robb to adopt Resolution 2022-03, as amended, amending the Council Rules of Procedure.

Roll call of votes was taken:

Councilmember Schmitt –	Yes
Councilmember Gaumont –	Yes
Councilmember Metz –	Yes
Councilmember Robb –	Yes
Councilmember Pearce –	Yes
Councilmember Shepro –	Yes
Councilmember Bergman –	Yes

Motion carried unanimously.

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

13. Report of Officers and Committees

a. Mayor's Report

Mayor Roberts said he is happy to be having an in-person council meeting. The City continues to get public record requests, so he thanked the council for approving the Amendment to the FreeDoc Information Automation contract, which will help fulfill these requests. He asked everyone to keep

the people of Ukraine in their hearts, minds and thoughts during this very sad time. He and Kevin Hushagen met with a citizen regarding the brick road, he would like to get Council's thoughts on whether they think anything should be done. He and Shawn Smith met with Rick Larsen's office to discuss SR532. He met with Smith, Hushagen and the Diking District about concerns over the dike and rebuilding options; Hushagen's input and Smith's engineering background have been very helpful.

b. City Administrator Report

City Administrator Smith said it was nice to be back to in-person meetings.

c. Councilmember Reports/Questions

Councilmember Metz said since the last Community Development Committee meeting, he has been thinking a lot about the historical overlay, what is the intended purpose and what the public would like. He would like to know what everyone else's thoughts are and asked if they could look at the zoning map, see where the historical zone boundaries are, read the provisions of the section and come up with inspiration.

Councilmember Robb is interested in having a representative from Diking District 7 address council with a status. He was impressed with the pickle ball presentation and the turnout of the pickle ball folks; he is considering supporting some sort of pickle ball facility in the city limits.

Councilmember Pearce said he played pickle ball in high school, and it was a lot of fun, he remembers Jerry Kelley saying it was the Washington State sport.

Councilmember Shepro said it was nice to see the large turnout for pickle ball. He would like to invite other guest speakers on a more frequent schedule. He thanked the citizens who stayed for the whole meeting.

Councilmember Bergman said it was nice to see everyone who turned out for the pickle ball presentation and was happy to be having the meeting in-person.

Councilmember Schmitt thanked the City for putting on the event Night with the Police Chief; it had a good community turnout. It was nice to learn how the community operates from the Chief's perspective. He thanked the staff for putting out the City Council meeting packet.

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

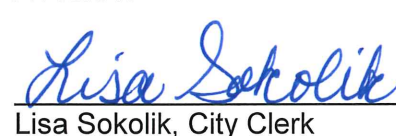
15. Reconvene and Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 9:03 p.m.

CITY OF STANWOOD


Sid Roberts, Mayor

ATTEST:


Lisa Sokolik, City Clerk