

1. Agenda

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Documents:

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AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, September 13, 2018 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION**
 - a. Proclamation – Frank H. Hancock Day
 - b. Western Washington University – Final Report from Sustainable Community Partnership
- 5. CITIZEN COMMENTS**
- 6. STAFF REPORTS**
 - a. Police Compstat Report – July 2018
 - b. Public Works Monthly Report
 - c. Snohomish County Hotel/Motel Grant Application
- 7. COMMITTEE REPORTS**
 - a. Community Development
 - b. Investment
 - c. Public Works
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve August 9, 2018 Regular Meeting Minutes
 - c. 94th Drive Sewer Force Main Repair Final Acceptance
 - d. Appointment of Sid Roberts to Planning Commission
- 9. NEW BUSINESS**
 - a. Final Plat – Mineral Point Phase III
 - b. Water and Sewer Availability Analysis for the Schmitt Plat
- 10. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. Councilmember Reports/Questions
- 11. CITIZEN CLOSING COMMENTS**
- 12. ADJOURN**

Upcoming Meetings:

September 27, 2018 Regular Meeting
October 11, 2018 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 4a

DATE: September 13, 2018

SUBJECT: Proclaiming September 26th, 2018 as Frank H. Hancock Day

CONTACT PERSON: Tania Hawes, Deputy Clerk

ATTACHMENTS: A – Frank H. Hancock Day Proclamation

SUMMARY STATEMENT

A proclamation proclaiming September 26th, 2018, as Frank H. Hancock Day in honor of his service is attached.



2018 CITY PROCLAMATION

WHEREAS, the American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans organization devoted to mutual helpfulness. It is the nation's largest wartime veteran's service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating patriotism and honor, promoting strong national security, and continued devotion to our fellow service members and veterans;

WHEREAS, the City of Stanwood's American Legion Post 92 was named in memory of Frank H. Hancock, a Stanwood farmer who was drafted for military service in June of 1918. He was trained in several Army camps, Fort Lewis, Washington, and Camp Kerney, California. He was sent to France as a rifleman and member of the American Expeditionary Force (AEF) there. At that time more than two million American servicemen were fighting in France;

WHEREAS, in honor of the 100th year anniversary of Frank H. Hancock's death, the City of Stanwood's American Legion Post 92 will be holding a Commemorative Celebration on September 29th, which will be open to the public;

WHEREAS, Frank Hancock was assigned to Company C of the 258th Infantry upon his arrival in France. His unit was assigned to a major battle in the Meuse-Argonne sector of France against the entrenched German Army. He wrote a letter home on September 23, 1918, detailing his experience and three days later was killed in action on September 26, 1918. Two months later the war ended with an Armistice on November 11, 1918;

WHEREAS, Frank and many of his comrades sacrificed their lives – the cost of freedom. His patriotism and sacrifice typifies what so many of our hometown men from all corners of our country did in World Wars I and II, and subsequent wars: Korea, Vietnam, the Middle East and Afghanistan. In exhibits within Post 92 is a letter from General John Pershing, AEF Commander, expressing his gratitude for Frank's service;

WHEREAS, a document from the French government states its appreciation (in French) for Frank's heroism and sacrifice. These letters are posted in our assembly hall along with pictures, medals, citations and other artifacts pertaining to members of the post, spanning all wars since World War I;

NOW, THEREFORE, be it resolved that I, Leonard Kelley, Mayor by virtue of the authority vested in me, do hereby proclaim September 26, 2018, as Frank H. Hancock Day, and encourage citizens to recognize the anniversary with the appreciation Mr. Hancock's service deserves, and also attend the commemorative celebration at the American Legion Post 92 at 26921 88th Avenue NW.

Given under my hand in these free United States in the City of Stanwood, and to which I have caused the Seal of the City of Stanwood of to be affixed and have made this proclamation public.

Mayor



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: September 13, 2018
SUBJECT: Police July 2018 Compstat Report
CONTACT PERSON: Peggy Girard, Police Records Clerk
ATTACHMENTS: A – July 2018 Compstat Report

SUMMARY STATEMENT

Attached is the July 2018 Compstat Report for council review.

Stanwood Police Department

July 2018

Administrative Personnel

Chief Norm Link

Sergeant Greg Sanders

Peg Girard – Stanwood City Employee

Amanda Slattery – Stanwood City Employee

Operational Personnel

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

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 6,635, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	July 2018	Year To Date 2018	July 2017	Year to Date 2017
Homicide	0	0	0	0
Rape	0	2	0	1
Robbery	0	3	0	3
Assault	3	28	3	31
Burglary	0	10	3	17
Larceny	3	57	13	89
Motor Vehicle Theft	1	12	2	12
General	July 2018	Year To Date 2018	July 2017	Year To Date 2017
Calls for Service (Incidents)	558	4385	732	5146
Case Reports	24	332	47	415
Traffic Collisions	8	77	6	63
Arrests (Adult/Juvenile)	7	106	11	135
Drug Arrests	1	12	0	15
Warrant Arrests	2	17	2	21
Impaired Driving Arrests	0	3	0	9
Infractions Issued	3	52	6	126
Public Disclosure Requests	38	267	23	225
Concealed Pistol Licenses	46	384	26	260
Fingerprinting & Approx. timeframe	40 @ 10 hrs	297 @ 74 ¼ hr	23 @ 5 ¾ hrs	224 @ 59 hrs

City Collisions for July Totals: 8

Date	Case Number	Location	H & R	Injured	Reason
7/2/2018	2018-3865	7200 Block of SR 532			Following too Close
7/6/2018	2018-3965	8800 Block of SR 532		x	Following too Close
7/6/2018	2018-3968	26700 Block 72nd Ave NW		x	Inattentive Driving
7/13/2018	2018-4075	9700 Block SR 532	x		Hit & Run Unattended Vehicle
7/17/2018	2018-4171	10200 Block 270th St NW	x		Hit & Run
7/25/2018	2018-4293	26900 Block 92nd Ave NW			Inattentive Driving
7/27/2018	2018-4339	9200 Block of SR 532			Failure to Stop
7/29/2018	2018-4356	7200 Block of SR 532			Following too Close

Stanwood School Dist. Resource Officer (SRO) Activity Report.

July 2018

School is out for the summer

DETECTIVE REPORT



July, 2018

Court Order Violation

On 06-21-18 Deputy Westsik contacted an adult female at the Stanwood Police Department reference a court order violation. The woman reported that a man who is currently serving time at the Stafford Creek Correctional Facility in Aberdeen, Washington attempted contact with her through a third party. The man's sentence is associated with his conviction for assaulting the woman in 2011.

Deputy Westsik confirmed the presence of a valid protection order issued out of the Superior Court of Snohomish County that lists the woman as the protected person and the male as the respondent.

The woman advised that the male arranged for his son to contact her on his behalf and pass on several requests. During her contact with the son, the woman learned that the male wanted her to communicate with him via phone and mail using an alias, that he wanted her to return some of his personal belongings and that he wanted her to drop the protection order.

The woman contacted Victim Services at the Department of Corrections and reported the violation. The Department of Corrections Investigations Unit reviewed telephone calls between the male and his son and confirmed that the male was attempting third party contact with the woman.

Detective Martin is working with the Department of Corrections to get recordings of the referenced phone calls.

Theft of Wallet



On 07-09-18 Deputy Scott contacted a woman reference the theft of her wallet after leaving it on a table at McDonalds earlier in the day.

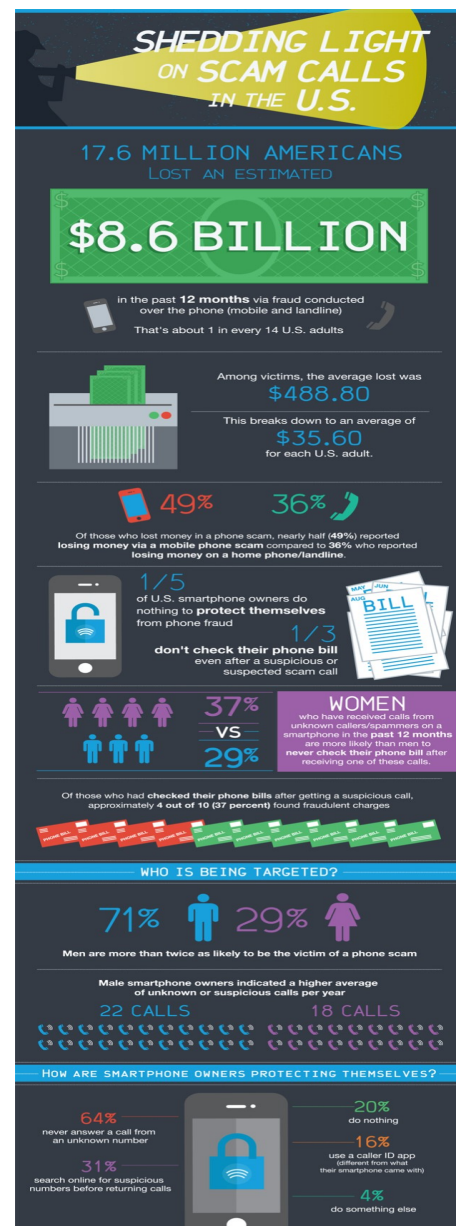
The woman did not discover that her wallet was missing until after she was advised of fraudulent activity on her credit cards.

Deputy Scott reviewed video from McDonalds and observed a male taking the woman's wallet.

Detective Martin will be obtaining video from other locations the victim's cards were used in an attempt to identify the suspect.

In This Issue

- Court Order Violation
- Theft of Wallet
- Theft of Narcotics



truecaller

<http://www.truecaller.com>

Theft of Narcotics



On 07-17-18 Deputy Scott contacted a local pharmacy manager reference the theft of Oxycodone and Morphine pills. The pharmacy manager reported that narcotics had been stolen from packages during shipment using the United Parcel Service on more than one occasion.

The pharmacy manager said that the United Parcel Service and the Drug Enforcement Agency have been investigating similar thefts that involve a package being opened during transit, narcotics being removed and the package being resealed before arriving at the final destination.

Deputy Scott examined the box associated with the most recent shipment pharmacy in Stanwood and observed that a different kind of tape had been used to reseal the box. Deputy Scott also observed what appeared to be a smear of blood on the bottom of the box. Deputy Scott removed the stained section of the box and submitted it to the Washington State Patrol Crime Lab for DNA testing.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: September 13, 2018

SUBJECT: Public Works Monthly Report – July

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – July Activity Reports

SUMMARY STATEMENT

The attached information shows tasks and activities associated with operations in the Public Works Department for the month of July 2018. This report includes the following:

- Water production
- Leak repairs
- Wastewater Treatment Plant testing and efficiency
- Work requested and completed in the Parks, Street, Drainage, and Buildings and Grounds divisions
- Volunteer hours
- Waste Management activity



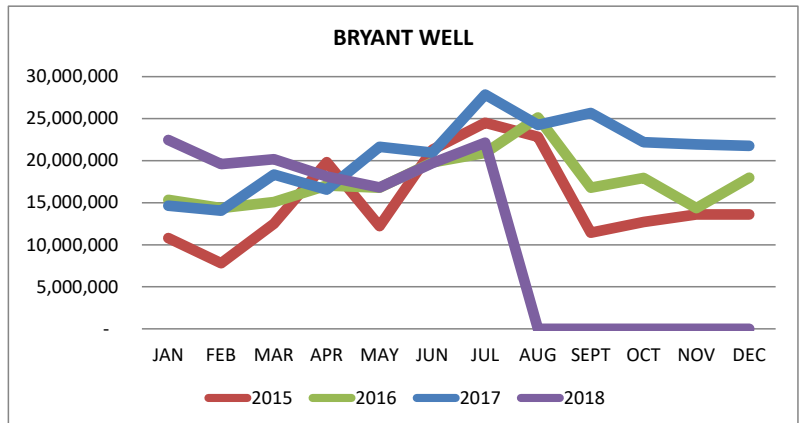
WELL PRODUCTION for 2018

BRYANT WELL FIELD TREATMENT PLANT			CEDARHOME WELL								
MONTH	RUN TIME HOURS	GALLONS PRODUCTION	RUN TIME HOURS	GALLONS PRODUCTION	TOTAL PRODUCED	FLUSHES GALLONS	MISC. AUTHORIZED USAGE	UNACCOUNTED FOR WATER in GALLONS	LEAK LOCATIONS	HRS TO FIX	Cedarhome Well Rainfall inches
JAN	317	22,466,000	0	-	22,466,000	1,000,000	39,699	-2,271,367			12.4
FEB	296	19,596,000	0		19,596,000	2,000,000	26,031	3,389,419			14.4
MAR	308	20,187,000	101	3,259,000	23,446,000	3,000,000	46,130	-2,417,597	271st St, Florence Rd, 72nd Ave	42	4.95
APR	272	18,125,000	217	8,049,000	26,174,000	5,200,000	54,264	6,848,569	104th Dr., 271 St.		7.5
MAY	257	16,825,000	258	9,472,000	26,297,000	2,500,000	49,251	-74,690	103rd, Valde Rd, 278th Pl, 92nd Ave	28	0.2
JUN	281	19,710,000	246	8,997,000	28,707,000	500,000	88,528	10,107,662			1.6
JUL	326	22,137,000	322	11,722,000	33,859,000	500,000	59,086	33,299,914			0.4
AUG					-			0			
SEP				-	-			0			
OCT				-	-			0			
NOV					-			0			
DEC					-			0			
TOTALS	2057	139,046,000	1144	41,499,000	180,545,000	14,700,000	362,989	48,881,911		70	41.45

CITY OF STANWOOD - Production Past 4 Years

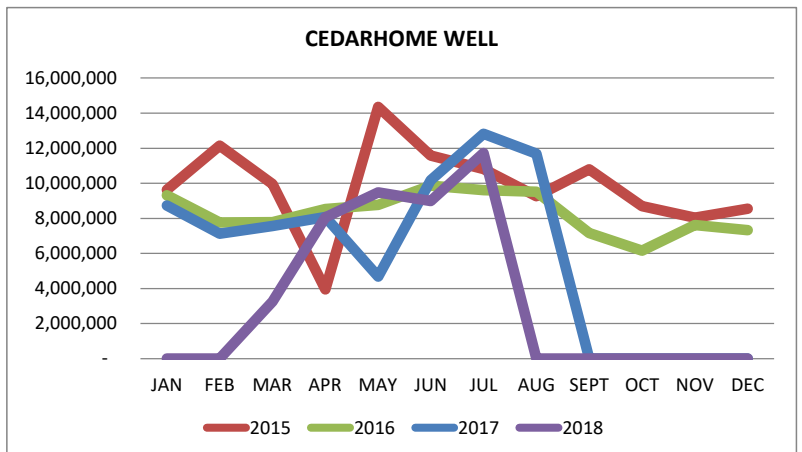
BRYANT WELL

	2015	2016	2017	2018
JAN	10,808,000	15,341,000	14,657,000	22,466,000
FEB	7,806,000	14,366,000	14,054,000	19,596,000
MAR	12,520,000	15,081,000	18,362,000	20,187,000
APR	19,825,000	17,062,000	16,567,000	18,125,000
MAY	12,209,000	16,799,000	21,656,000	16,825,000
JUN	21,291,000	19,791,000	20,950,000	19,710,000
JUL	24,512,000	20,936,000	27,868,000	22,137,000
AUG	22,841,000	25,141,000	24,262,000	-
SEPT	11,430,000	16,796,000	25,681,000	-
OCT	12,696,000	17,937,000	22,204,000	-
NOV	13,604,000	14,367,000	21,933,000	-
DEC	13,616,000	17,983,000	21,760,000	-
TOTAL	183,158,000	211,600,000	249,954,000	139,046,000



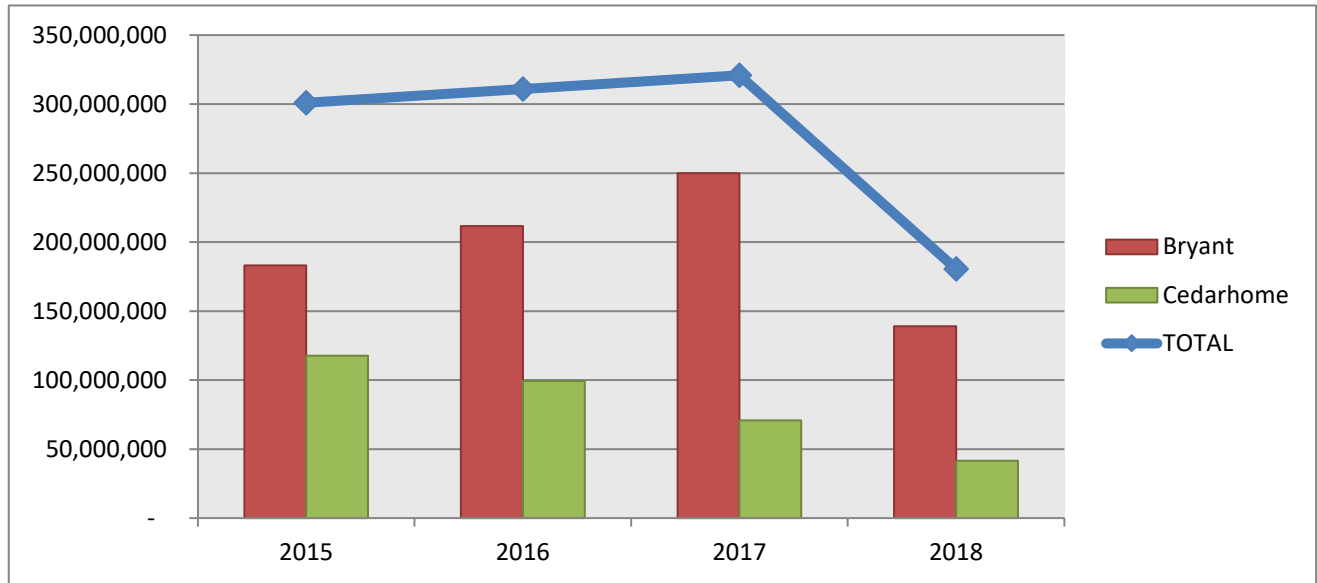
CEDARHOME WELL

	2015	2016	2017	2018
JAN	9,634,000	9,320,000	8,735,000	-
FEB	12,138,000	7,757,000	7,120,000	-
MAR	9,954,000	7,784,000	7,569,000	3,259,000
APR	3,944,000	8,526,000	8,081,000	8,049,000
MAY	14,349,000	8,771,000	4,683,000	9,472,000
JUN	11,574,000	9,859,000	10,183,000	8,997,000
JUL	10,820,000	9,602,000	12,828,000	11,722,000
AUG	9,266,000	9,515,000	11,696,000	-
SEPT	10,790,000	7,170,000	-	-
OCT	8,692,000	6,162,000	-	-
NOV	8,046,000	7,610,000	-	-
DEC	8,551,000	7,320,000	-	-
TOTAL	117,758,000	99,396,000	70,895,000	41,499,000

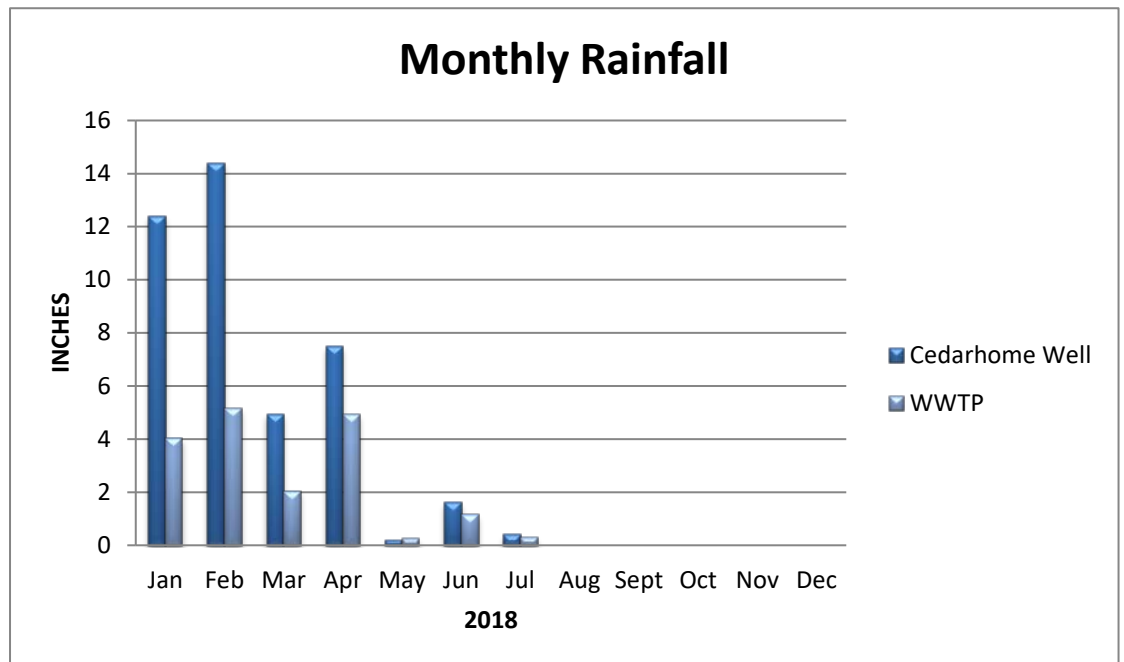


Annual Water Supply Comparison Bryant Well vs. Cedarhome Well

	2015	2016	2017	2018
Bryant	183,158,000	211,600,000	249,954,000	139,046,000
Cedarhome	117,758,000	99,396,000	70,895,000	41,499,000
TOTAL	300,916,000	310,996,000	320,849,000	180,545,000



	<i>Cedarhome Well</i>	<i>WWTP</i>
Jan	12.4	4.04
Feb	14.4	5.16
Mar	4.95	2.05
Apr	7.5	4.92
May	0.2	0.25
Jun	1.6	1.16
Jul	0.4	0.3
Aug	0	0
Sept	0	0
Oct	0	0
Nov	0	0
Dec	0	0
TOTAL	41.45	17.88



**CITY of STANWOOD
Wastewater Treatment Plant
Operational Report 2017 - 2018**

[illegible]

2018 ROW Division - Building & Grounds, Streets, Parks and Drainage

BLDG & GROUNDS: Hours per Facility					STREETS: Hours							
	City Hall	Library	Police & Fire	PW & WWTP		Citizen Request	SIGNS <i>repair/maint</i>	PAINTING <i>street striping</i>	POTHOLE	Mow, Weed, & Spray	BANNERS	Special Event Set Up HRS
Jan-17	18	6	10	12	Jan-17	8	31	0	44	34	0	0
Feb-17	9	2	11	16	Feb-17	2	32	0	7	0	1	1
Mar-17	20	8	9	14	Mar-17	4	8	6	13	18	4	4
Apr-17	16	10	5	9	Apr-17	3	16	8	6	30	5	7
May-17	29	7	2	19	May-17	6	0	0	2	102	2	21
Jun-17	27	13	14	39	Jun-17	5	13	18	1	198	11	28.5
Jul-17	22.5	4	14	24	Jul-17	13	2	156	0	90	5	55
Aug-17					Aug-17							
Sep-17					Sep-17							
Oct-17					Oct-17							
Nov-17					Nov-17							
Dec-17					Dec-17							
TOTAL	141.5	50	65	133	TOTAL	41	102	188	73	472	28	116.5

PARKS									
	# Citizen Requests	Church Creek RSVPs	Picnic Shelter Fees Collected	Other Facility Rental Fees	Vandalism # times	Mow & Weed HRS	Baseball Field HRS	Field Use Fees Collected	Volunteer Work-in Kind
Jan-17	1	0	\$ -	\$ 52.50	12	0	0	\$ 90.00	\$ -
Feb-17	0	0	\$ -	\$ 25.00	7	0	0	\$ -	\$ -
Mar-17	0	0	\$ 40.00	\$ 52.50	8	35	15	\$ 7,235.00	\$ -
Apr-17	0	0	\$ 130.00	\$ -	3	31	14	\$ -	\$ -
May-17	0	1	\$ 80.00	\$ -	10	88	21	\$ -	\$ -
Jun-17	2	4	\$ 240.00	\$ -	10	165	19	\$ -	\$ -
Jul-17	0	5	\$ 72.50	\$ -	4	52	30	\$ 3,750.00	\$ -
Aug-17									
Sep-17									
Oct-17									
Nov-17									
Dec-17									
TOTAL	3	10	\$ 562.50	\$ 130.00	54	371	99	\$ 11,075.00	\$ -
Total Fees Collected								\$11,767.50	

DRAINAGE				
	Retention Pond Maint. HRS.	Drainage Complaints	ISSUE	Hours
Jan-17	0	1	Remove homeless camp.	3
Feb-17	0	0		
Mar-17	2	0		
Apr-17	0	0		
May-17	11	0		
Jun-17	110	0		
Jul-17	203	0		
Aug-17				
Sep-17				
Oct-17				
Nov-17				
Dec-17				
TOTAL	326	1		3

VOLUNTEER HOURS

VOLUNTEER GROUP HOURS				
Month	Group	Project	Number of Volunteers	Total Hours
April	Friends of Stanwood Parks & Trails	Cleaned up Ivy at Church Creek Park	4	6
June	Stanwood Labyrinth	Painted a labyrinth at the City Hall Park	6	12
TOTAL			10	18

[illegible]

City of Stanwood - Container Counts - July 2018

Residential

Qty	Service Description
1	RECYCLE BINS RS
90	20 GAL CART MSW
23	1-20 GAL MINI CAN MSW
57	32 GAL CAN MSW EOW
40	32 GAL CAN MSW 1X MO
244	1-32 GAL CAN MSW
44	2-32 GAL CANS MSW
6	3-32 GAL CANS MSW
4	4-32 GAL CANS MSW
6	6-32 GAL CANS MSW
1155	1-96 GAL CART YDW
17	2-96 GAL CARTS YDW
789	1-35 GAL CART MSW
415	1-64 GAL CART MSW
4	2-64 GAL CARTS MSW
105	1-96 GAL CART MSW
339	1-35 GAL CART RCY
247	1-64 GAL CART RCY
1217	1-96 GAL CART RCY
4803	

Multifamily

Qty	Service Description
15	64 GAL CART MULTIFAMILY PAPER
1	1-3 YD 1X PER WEEK
2	2-64 GAL CARTS MSW
18	

Roll Off

Qty	Service Description
1	20 YD RECYCLE TEMPORARY
3	20 YD ROLLOFF
2	30 YD RECYCLE TEMPORARY
3	30 YD COMPACTOR
3	30 YD ROLLOFF
12	

Commercial

Qty	Service Description
12	64 GAL CART PAPER
2	64 GAL CART TAG
4	64 GAL CART RCY 1X WK
5	96 GAL CART YDW
2	96 GAL CART RCY 1X MO
1	96 GAL CART RCY 1X WK
2	1-96 GAL FOOD WASTE CART 1X WK
1	6 YD OCC 1X WK
17	1-32 GAL CAN MSW
10	1-96 GAL CART MSW
2	1-64 GAL CART SINGLE STREAM RCY
25	1-96 GAL CART SINGLE STREAM RCY
5	1-1 YD SINGLE STREAM RCY
8	1-2 YD SINGLE STREAM RCY
6	1-3 YD SINGLE STREAM RCY
11	1-4 YD SINGLE STREAM RCY
4	1-6 YD SINGLE STREAM RCY
1	1-8 YD SINGLE STREAM RCY
1	1 YD RCY EOW
5	1 YD RCY 1X WK
45	1-1 YD 1X PER WEEK
29	1-2 YD 1X PER WEEK
1	1-2 YD 2X PER WEEK
13	1-3 YD 1X PER WEEK
3	1-3 YD 2X PER WEEK
28	1-4 YD 1X PER WEEK
6	1-4 YD 2X PER WEEK
2	1-4 YD 3X PER WEEK
17	1-1.5 YD 1X PER WEEK
5	1-6 YD 1X PER WEEK
2	1-6 YD 2X PER WEEK
3	1-6 YD 3X PER WEEK
2	1-8 YD 1X PER WEEK
1	1-8 YD 2X PER WEEK
1	1-8 YD 3X PER WEEK
4	2-32 GAL CANS MSW
5	2-96 GAL CART SINGLE STREAM RCY
1	2 YD RCY EOW
3	2 YD RCY 1X WK
1	2 YD RCY 2X WK
2	2-2 YD 2X PER WEEK
2	2-3 YD 3X PER WEEK
2	2-4 YD 1X PER WEEK
2	2-6 YD 1X PER WEEK
6	3-32 GAL CANS MSW
3	3-96 GAL CARTS MSW
6	3-96 GAL CART SINGLE STREAM RCY
2	3 YD RCY 1X WK
3	3-6 YD 3X PER WEEK
1	4 YD MSW EOW
1	4 YD RCY EOW
5	4 YD RCY 1X WK
7	6 YD MSW EOW
1	6 YD MSW TEMP PER UNIT
1	6 YD RCY 1X WK
1	6 YD RCY 2X WK
1	8 YD RCY 1X WK
1	8 YD RCY 3X WK
343	

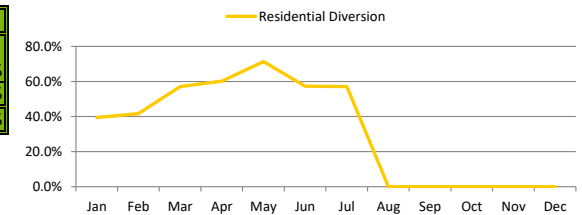
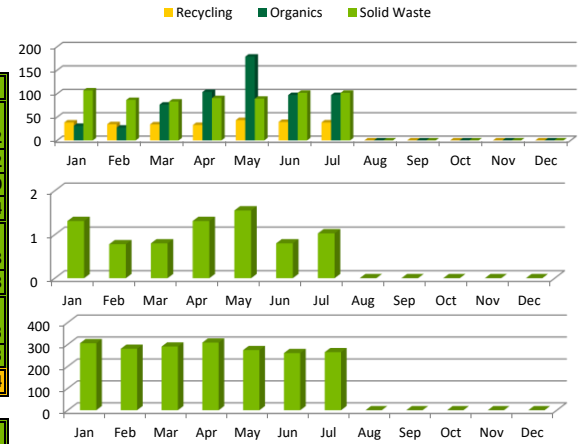
City of Stanwood
Franchise Waste Stream Summary
2018

Waste Stream (Tons Collected)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	38	35	34	33	44	39	38						262
Organics	31	27	77	104	179	97	97						612
Solid Waste	107	87	83	91	89	102	102						660
Total	177	149	194	227	312	238	237						1,534
Multifamily													
Solid Waste	1	1	1	1	2	1	1						8
Total	1	1	1	1	2	1	1						8
Commercial													
Solid Waste	305	280	290	308	274	260	265						1,983
Total	305	280	290	308	274	260	265						1,983
Total Waste Stream	483	429	485	537	587	500	503						3,524

Participation Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential Curbside Recycling													
Average Set-Out %	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%						100.0%
Average Lbs. Per Set-out	22	19	19	18	34	20	20						22
Residential Organics													
Average Set-Out %	100.0%	100.0%	100.0%	99.9%	99.9%	99.9%	99.9%						99.9%
Average Lbs. Per Set-out	15	17	35	62	74	57	42						43
Residential Solid Waste													
Average Set-Out %	100.0%	100.0%	100.0%	100.0%	99.7%	99.7%	99.9%						99.9%
Average Lbs. Per Set-out	25	25	24	28	26	35	27						27

Waste Stream Diversions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Residential													
Recycling	21.8%	23.4%	17.7%	14.6%	14.0%	16.6%	16.2%						17.1%
Organics	17.6%	18.4%	39.5%	45.6%	57.4%	40.7%	40.9%						39.9%
Total Diversion	39.4%	41.7%	57.1%	60.1%	71.4%	57.3%	57.1%						57.0%

Customer Counts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Residential												
Solid Waste	1,742	1,752	1,761	1,760	1,777	1,785	1,791					
Recycling	1,747	1,757	1,767	1,766	1,783	1,791	1,796					
Organics	1,031	1,041	1,071	1,104	1,141	1,156	1,164					
Multifamily												
Solid Waste	1	1	1	1	1	1	1					
Solid Waste Roll Off	0	1	1	1	1	1	1					
Commercial												
Solid Waste	198	199	200	200	199	197	200					
Solid Waste Roll Off	10	14	9	10	9	10	9					



City of Stanwood

Recycle Composition

2018

Recycle Composition (tons collected)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
Newspaper	5	3	4	4	2	1	0						19
Mix Paper	10	10	8	8	15	15	15						81
OCC	10	10	10	9	10	10	10						68
Aluminum	0	0	0	0	0	0	0						2
Glass	8	6	5	6	7	7	7						46
PET	1	1	1	1	1	1	1						5
HDPE Natl	0	0	0	0	0	0	0						1
HDPE Col	0	0	0	0	0	0	0						1
#3 - 7	0	0	0	0	0	0	0						2
Plastic Film	0	0	0	0	0	0	0						0
Tin Cans	1	1	0	0	1	0	0						4
Scrap Metal	0	0	0	0	1	1	1						3
Residue	3	4	4	4	6	4	5						29
Total Recycled Tonnage	38	35	34	33	43	39	38						262

Tonnages calculated are based on the total percentage of all recyclables brought to the Cascade Recycling Center. The tonnages above are calculated by multiplying the total percentage of recyclables by the total tons of recycling collected in the City of Stanwood.

City of Stanwood
Customer Inquiries
2018

Residential Customers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
CAD - Complaint about Driver	1	0		2	8	2	3						16
CID - (non MPU) repeat problem													0
CNT - Container not delivered			1			1							2
DAM - Damage													0
DCM - Driver Compliment			2				1						3
FEE - Fee Complaint													0
GLK - Gates and/or Locks													0
INJ - Injury													0
LID - Lids not Closed													0
MPC - Misplaced Can													0
MPU - Missed Pickup				2	6	3	3						14
NCM - Non-Driver Compliment													0
NOC - No communication between WM & Customer													0
RPC - Repeat missed pickup - customer identified			1										1
SEQ - Operating Vehicle Unsafely													0
TOD - Time of Day													0
TIS - Trash in Street, around container													0

Commercial Customers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year-to-Date
CAD - Complaint about Driver		0				0	0						0
CID - (non MPU) repeat problem	1												1
CNT - Container not delivered													0
DAM - Damage													0
DCM - Driver Compliment													0
GLK - Gates and/or Locks													0
INJ - Injury													0
LID - Lids not Closed													0
MPC - Misplaced Can													0
MPU - Missed Pickup			1	1	1								3
NCM - Non-Driver Compliment													0
NOC - No communication between WM & Customer													0
RPC - Repeat missed pickup - customer identified													0
SEQ - Operating Vehicle Unsafely													0
TOD - Time of Day													0
TIS - Trash in Street, around container													0



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c

DATE: September 13, 2018

SUBJECT: Hotel/Motel Grant – Snohomish County

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Snohomish County LTAC Grant Application

On August 9, 2018 the City Council authorized staff to apply for a Snohomish County Hotel/Motel Grant application for the Discover Stanwood Camano Magazine.

The grant program is funded through the taxes imposed on hotel and motel room rentals in Snohomish County. Funds will be available on or around January 20, 2019 and will be awarded on a competitive basis to eligible applicants with the demonstrated ability to complete their proposed projects by December 15, 2019.

The City applied for a \$16,000 grant, however it should be noted that the City only received \$8,000.00 last year and we are expecting the same amount this year.

Grant funding will be used to develop, write, layout, publish, print and distribute two issues (Oct-April and May-Sept.) of the *Discover Stanwood Camano* visitor guide. The guide features editorial articles, maps and advertisements showcasing the diverse outdoor and cultural activities available in the area during the summer/fall of 2019 and winter/spring 2019/2020. Through the guide, visitors can discover new activities, restaurants and accommodations outside anchor attractions in other parts of Snohomish County.

Attached is a copy of the grant application. We expect to hear back from the review committee sometime in late September or early October. If the City is successful in obtaining the grant, staff will bring the final contract to the City Council for acceptance.

P-19-_____ (For office use)

**Snohomish County
Tourism Promotion Projects
Assistance Program**

PROJECT SPONSOR INFORMATION

Project Title: Discover Stanwood Camano MagazineProject Sponsor /
Contract Authority: City of StanwoodAddress: 10220 270th Street NWCity: Stanwood State: WA Zip: 98292Contact Person: Patricia Love, Community Development DirectorAddress: 10220 270th Street NWCity: Stanwood State: WA Zip: 98292Phone: 360-629-2181 x 4506 Email: patricia.love@ci.stanwood.wa.usDate Range and Location of Event/Project January 1 - December 31, 2019Did you attend the Snohomish County Hotel/Motel Grant Workshop? ☒ Yes ☐ NoDid you participate in the Snohomish County Think Tanks or Regional Destination Workshops? ☒ Yes ☐ NoSponsor is: ☐ Non-Profit ☒ Public agencyHow many times have you received the Hotel/Motel grant, for this activity, in past five years? 3**2019 Budget:**Request: \$ \$16,000 Match: \$ \$36,275 Total Project Budget: \$ \$52,275**If you do not receive full funding, how would this effect your project?**

The City would have to reduce the number of magazines published and distributed.

Estimated visitors drawn: 6,500 Estimated overnight stays generated: 325

Per Dean Runyan: Overnight visitors to commercial lodging: 2.1 people per travel party, stay 2.1 nights, individual spend is \$178 per person per day, or \$375 per person per trip. Travel party spend is \$371 per travel party per day, \$793 per trip.

Completed application packages are due by 4:30 p.m., Friday, August 31, 2018.

PROJECT SUMMARY

In the space below, provide a concise, one paragraph summary of your proposed project and what tourism expansion objectives it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, please focus the majority of your answer on the specific element for which you are requesting funding.

Grant funding will be used to develop, write, layout, publish, print and distribute two issues of the Discover Stanwood Camano magazine. The magazine is designed to entice visitors to stay longer in order to explore the communities located on the shores of beautiful Port Susan Bay on the Salish Sea between Marysville and Skagit County. The magazine features editorial articles, maps and advertisements showcasing the diverse outdoor and cultural activities available in the area during the spring/summer and fall/winter of 2019/20. Visitors can discover new activities, restaurants, and accommodations in other parts of Snohomish County. This will be our fourth year publishing the magazine. We have found that the magazine helps visitors enjoy the many special activities in and around Stanwood, Camano Island and north Snohomish County, including Arlington, Conway, and Warm Beach.

PROJECT SCOPE OF WORK

Fully describe the project. Expand your summary paragraph from page one to address such issues as: what it is you wish to do; who will benefit and why and how; beginning and ending dates of your project; and what measures you will apply to evaluate its success. If you are requesting funds for a specific portion of a larger project, please so state but focus your response on the element for which you are requesting funding assistance. This section requires you to establish, in a clear and quantifiable way, that your project will sustain or enhance one or more aspects (to be identified by you) of tourism in Snohomish County. Proposals from projects that can prove they will generate overnight stays are preferred.

Request:

The City of Stanwood is requesting \$16,000 from the LTAC to develop editorial articles, maps, and promotional material for the Discover Stanwood Camano magazine. The magazine is published twice a year in April and October and distributed from the Canadian border to Olympia along the I-5 corridor. The magazine encourages visitors to Snohomish County to extend their stay and discover the unique communities that make up north Snohomish County.

Overnight Stays:

Funding will promote overnight stays by highlighting special events, long-weekend itineraries, cultural activities, shopping and lodging. The goal is to encourage visitors to stay longer, explore off-the-beaten path locations and experience Snohomish County in a deeper way. As an example, 2018 Glass Quest which is advertised in the fall/winter edition of the magazine, is a 10 day special event in Stanwood and Camano Island. The event brought over 4,900 people to the region looking for limited edition glass floats hidden in 7 local businesses and regional parks. Of those that registered on line, 1,021 were day trips and 262 were overnight paid accommodations.

Tourism:

The Stanwood-Camano region is a geographic area bounded by I-5 on the east, the Town of Conway on the north, Kayak Point to the south, Camano Island to the west and including the City of Stanwood. This area has been identified in the Snohomish County Strategic Tourism Plan as a natural cluster of recreation opportunities that are centered around Port Susan Bay and the confluence of the Skagit and Stillaguamish Rivers.

Altogether, this area is a hub of water based recreation, camping, scenic hiking trails, biking routes and wildlife viewing.

The magazines are published to take advantage of the seasonal as well as off-season events. The fall / winter magazine promotes harvest festivals, holiday activities, the great northwest Glass Quest referenced above, the Stanwood / Camano Historic Sites Tour and the Snow Goose Festival.

Who Benefits:

The Discover Stanwood Camano magazine is a cooperative advertising and promotional guide used by special event sponsors, local chamber of commerce, restaurants, hotels, and tourism-based businesses. Each issue of the magazine focuses on a specific marketing campaign - farm to fork; on-the-water; music and entrainment. As an example, the 2018 fall/winter edition will focus on "Light Up Your Holidays" with articles on Cozy Up in a Cabin, Winter Birding, Fall Harvest Festivals, Glass Quest, and Enjoying the Winter - Banana Belt - Weather Pattern in Stanwood Camano. The magazine provides the framework to "connect the dots" between diverse communities in an attractive and compelling way. The result reveals a hidden gem that is more engaging and accessible to visitors.

Beginning and End Dates: January 1 - December 31, 2019

Measures to Evaluate Success:

Use of the editorial content, paid advertisements, and distribution system to create a cohesive brand message and identify Stanwood / Camano Island as a tourism destination. We will work with regional stakeholders to develop the magazine content which encourages visitors and overnight stays.

PROJECT ELIGIBILITY

How does your project align with the Snohomish County Strategic Tourism Plan? Which strategy or strategies does your project support?

The Stanwood-Camano region is a natural hub of outdoor recreation which also provides opportunities to experience small town culture and local agriculture. This stakeholder group is already established and committed to cross-promotion opportunities in the area. The existing partnership is an example of how our project current meets the strategies of the 2018-2022 Snohomish County Tourism Plan.

Strategy 2.1 Regional Destination Product Development, Marketing and Promotion:

The purpose of the Discover Stanwood Camano magazine is to organize and promote attractions, enliven, and extend the visitor experience in the region. By providing articles, maps, itineraries, and promotions in the region, the magazine highlights our efforts to encourage tourism in the north county area and encourages visitors to spend more time exploring the region.

Discover Stanwood Camano is distributed in multiple forms: hard copy magazines, destination websites, the City's official website, tourism website (www.discoverstanwoodcamano.com), stakeholder sites and social media including Facebook, Twitter, and Instagram. An electric flip-book version of the magazine is also available.

The Magazine focuses on events/festivals, local attractions, live music, hiking and biking trails, farm to table dining and small shops and boutiques. The print and electronic versions of the Discover Stanwood Camano magazine effectively promote these activities in the area which in turn generates overnight stays in the region.

Strategy 3.3 Off-Season Marketing:

The magazine is printed twice a year covering the shoulder and off-seasons between October and April as well as the peak late spring and summer tourism time of May - September.

The fall/winter issue covers events and festivals; cultural arts activities, including art tours, live music, performances and museums to help promote visitor attractions and overnight stays in the traditional off season time. In fact, several of our largest events occur in the winter season including: Light Up Your Holiday, Glass Quest, and the Snow Goose Festival.

ECONOMIC IMPACT

Because Snohomish County operates the Hotel-Motel fund as an economic development tool, one of the key evaluation criteria for selecting a project for funding is its potential economic benefit. In addition, the County is required to report to the State on the numbers of visitors and the numbers of overnight stays generated by each project. Please indicate the anticipated economic impact of your project and, especially, its potential for generating visitors and overnight stays. Quantify your projections and indicate how you propose to verify your results. Remember, food and fuel purchases assist the local economy but do not contribute to the Hotel-Motel fund; the fund derives entirely from taxes on overnight lodging in the county. If your project will not result directly in overnight stays, try to demonstrate how its success may contribute to generating future overnight stays. An example might be a one-day festival you sponsor which, when combined with – and jointly marketed with – an event the following day which appealed to the same audience, would encourage visitors to spend the night and attend both events. In this example, it would be important to discuss the timeframe and strategy for future implementation of an appropriate cooperative marketing campaign to link your one-day festival with the second one. Again, quantify your projections and explain the methodology by which you developed them.

Within the Stanwood-Camano region there are approximately 32,500 overnight stays on an annual basis. This is primarily realized at the Stanwood Hotel, vacation rental homes, and campgrounds. In the surrounding area there are a number of large hotels, including the Windham Garden Hotel in Arlington, Holiday Inn Express in Marysville, Tulalip Casino and Best Western on the Tulalip Reservation, and the Angel of Winds Hotel northeast of Stanwood. The Best Western Plus Hotel is nearby in Arlington, WA. Best Western reports approximately 15,000 overnight stays per year.

By promoting the region and providing information about additional activities that can be enjoyed, we estimate that the current number of stays realized by the proposal will be increased by one percent. Additional surrounding hotels are expected to increase their overnight stays by approximately 10%.

Overnight Stays: within the area: 325; outside: 50

Assuming that the average overnight stay generally expends an average of \$793 per trip, the economic benefit of the magazine equates to:

Within the Area: $325 * \$793 = \$257,725$

Around the Area: $50 * \$793 = \$39,650$

Total = \$297,375

Visitor Quote:

"Discover Stanwood-Camano magazine has brought new customers through our door! We are so pleased to hear from first-time customers that they saw our advertisement in the Discover Stanwood Camano magazine while staying at the Angel of the Winds hotel. We have a small advertising budget, so we can't advertise everywhere, but seeing how quickly new customers have found us, it is worth every penny!"

Karla Colando, Old Town Antiques, Stanwood, Washington

PROJECT BUDGET

Please detail the budget for your project. Remember that though the County can pay no personnel costs (wages, benefits, etc.), such costs are eligible as a portion of your matching portion. The County can pay a share of such costs as postage, design and layout of printed materials, printing, and communications. Please specify whether your various match items will be either cash (C) or in-kind (I/K).

Project Name:					
Item	Requested From County	*Requested From City (if applicable)	Cash Match	In-Kind Match	Total
1. Editorial Content	\$	\$	\$ 6,000	\$	\$ 6,000
2. Cross Promotion Ads	\$	\$	\$ 4,000	\$	\$ 4,000
3. DSC Magazine (2)	\$ 16,000	\$	\$ 26,275	\$	\$ 42,275
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
Totals:	\$ 16,000	\$	\$ 36,275	\$	\$ 52,275

BUDGET NARRATIVE

In the space below please offer any information which you feel may provide useful background on your proposed budget such as source and rate at which matching labor costs are calculated, numbers of promotional pieces to be produced, numbers of media ads to be placed, media outlets to be used, etc.

Two issues of the Discover Stanwood Camano magazine will be published: Spring/Summer 2019 and Fall/Winter 2019/2020. 22,000 paper copies will be distributed from Canada to Olympia; an electronic flip magazine will be posted and linked on-line on the City website, local chambers, and event pages.

*PROJECTS WHICH WILL OCCUR IN ARLINGTON, EVERETT, EDMONDS, LYNNWOOD, MUKILTEO, MONROE, MARYSVILLE, BOTHELL, MOUNTLAKE TERRACE OR SNOHOMISH: These cities have their own Hotel/Motel funds and do not contribute revenues to the County fund that underwrites this program. If applicable, please enter your funding request to your city or outline your efforts to secure funding from your city fund in the amount at least equal to your request for County funds.

COOPERATIVE COMMITMENTS FORM

Please provide details of your efforts to apply for city LTAC funds, in area where your project will be taking place.

As part of the grant application packet please complete this form with all information related to other funds/source contributions.

City LTAC : Not Applicable

Name of City

Date Applied: _____

Amount Requested \$ _____

Status of Application: _____

Contact Person at City: _____

Have you applied for city LTAC funds in prior years? If so, please list dates, amounts and results:

Other Funding Partners: _____

List of Cooperative Partners: _____

Amount (by partner) \$ _____

PROJECT TIME LINE

Please use the chart below to break out your project into its major items, showing when each will be accomplished.

MONTH	TASK ITEM
January	Visioning For Editorial, Ads, and Map Content
February	Draft Edition for Spring/Summer Edition
March	Finalize Content for Spring/Summer Edition; Publish Magazine
April	Magazine on Shelf / Distribute Spring / Summer Edition
May	Continue Distribution As Needed
June	
July	Visioning for Editorial, ADs, and Map Content for Fall/Winter Edition
August	Identify Article Content, Draft Feature Stories
September	Finalize Content for Fall / Winter Edition, Publish Magazine
October	Fall / Winter Magazine on Shelf by October 15
November	Continue Distribution As Needed
December	

Please use the space below to provide any necessary background on elements of your project time line.

Appendix 1.

TOURISM STRATEGIC GOALS AND OBJECTIVES

Lodging tax resources are an important tool to strengthen and promote the County's tourism assets. To achieve maximum benefit and provide the greatest return on investment, Snohomish County's lodging tax resources will be awarded to applicants who can best illustrate how their project will advance the 2018-2022 Snohomish County Strategic Tourism Plan. Applicants for tourism promotion projects assistance must demonstrate that their proposed projects will address one or more of the Strategic Tourism Plan strategies.

For more information on the Snohomish County Strategic Tourism Plan, please visit <https://tinyurl.com/snocostp>, or for questions about the STP please contact Annique Bennett at: Annique.Bennett@snoco.org or 425.388.3263.

THE OVERALL STRATEGY

The 2018-2022 Plan establishes strategies to build on the strengths of Snohomish County and addresses its gaps and challenges. As a result of this multi-tiered approach, Snohomish County will continue to grow as a highly functioning tourism system. The 2019 focus is on the tourism strategies listed below:

- Strategy 2.1 Regional Destination Product Development, Marketing and Promotion – The Snohomish County tourism industry should organize, coordinate and facilitate regional product development, planning and marketing, to organize resources around the greatest shared priorities and challenges in a region. Develop packages and itineraries of regional activities that link experiences to develop and promote extended stays with special attention paid to linking region-specific experiences and routes with co-located attraction anchors both large and small.
- Strategy 2.4 Visitor Capacity Planning/Traffic/Transportation – the county should increase cooperation between and among transit agencies and private operators to facilitate visitor transportation, with special attention regarding traffic congestion, ride-sharing programs between urban and rural areas and capacity planning on certain visitor routes/highways, or certain destinations during peak season, as well as promote alternative routes and lesser known destinations to distribute visitor traffic.
- Strategy 2.6 Visitor Wayfinding – The county will support improvements in gateway community presence in support of the county brands and its regional

sub-brands; regional corridor wayfinding of shared long-distance visitor routes and recreational trails.

- Strategy 2.8 Aviation District & Commercial Air Service – the County should promote and celebrate the very successful Boeing Tour, and promote the presence of the additional aviation and military history experiences at the Paine Field Airport, and around the county. The county also has the new opportunity to expand promotion of the Paine Field Airport as an important ‘front line’ for introducing new visitors to what Snohomish County has to offer.
- Strategy 3.3 Seasonality – Snohomish County will increase the priority, consideration and funding given to tourism marketing, promotions and communications, group meetings and sporting event sales efforts, destination product development activities, events, festivals and other co-produced visitor activities that extend stays and help reduce seasonality issues in the off and shoulder seasons (October through April).



August 8, 2018

Snohomish County
Office of Economic Development
3000 Rockefeller Avenue, M/S #411
Everett, WA 98201

Re: Discover Stanwood Camano Letter of Recommendation

We are writing to support the grant application for funding from the City of Stanwood and the partners in the Stanwood-Camano area. The grant will be used to promote the diverse outdoor recreation opportunities in Camano Island, Stanwood and North Snohomish County.

The Best Western Plus Arlington/Marysville has been a participant and partner with the City of Stanwood, Stanwood Chamber of Commerce and Camano Island Chamber of Commerce.

As a group our goal is to provide information through electronic and print media to help visitors find and enjoy the many special opportunities for recreation in the Stanwood-Camano Area. The geographical proximity of these opportunities and the underlying backdrop of Port Susan Bay, Skagit Bay, the Stillaguamish and Skagit Rivers creates a destination recreation hub that is growing in popularity.

Over the past four years, the partners in the Discover Stanwood Camano initiative have identified the following priorities:

1. Creation of print and electronic media to link visitors to information about the area and individual sites
2. Shared promotion of area opportunities
3. Development of a tourism webpage and social media presence
4. Coordination between agencies.

Funding from the Snohomish County Tourism Assistance Program will support the effort to create editorial content, cross promotion ads, and publish the *Discover Stanwood Camano* visitor guide which will cover activities, lodging, dining and shopping opportunities from April 2019-May 2020. The goal is to encourage visitors to stay longer, explore off-the-beaten path locations, and experience Snohomish County in a deeper way.

Sincerely,

Matthew Rosenthal
General Manager

Arlington/Marysville

3721 172nd St. N.E., Arlington, WA 98223 P: (360) 363-4321 Reservations: 1 (800) 528-1234 bestwestern.com

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stanwoodchamberwa@gmail.com
(360) 629-0562

August 8, 2018

Snohomish County
Office of Economic Development
3000 Rockefeller Avenue, M/S #411
Everett, WA 98201

Re: Discover Stanwood Camano Letter of Recommendation

We are writing to support the grant application for funding from the City of Stanwood and the partners in the Stanwood-Camano area. The grant will be used to promote the diverse outdoor recreation opportunities in Camano Island, Stanwood and North Snohomish County.

Stanwood Chamber of Commerce has been a participant and partner with the City of Stanwood, Stanwood Chamber of Commerce and Camano Island Chamber of Commerce.

As a group our goal is to provide information through electronic and print media to help visitors find and enjoy the many special opportunities for recreation in the Stanwood-Camano Area. The geographical proximity of these opportunities and the underlying backdrop of Port Susan Bay, Skagit Bay, the Stillaguamish and Skagit Rivers creates a destination recreation hub that is growing in popularity.

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Funding from the Snohomish County Tourism Assistance Program will support the effort to create editorial content, cross promotion ads, and publish the *Discover Stanwood Camano* visitor guide which will cover activities, lodging, dining and shopping opportunities from April 2019-May 2020. The goal is to encourage visitors to stay longer, explore off-the-beaten path locations, and experience Snohomish County in a deeper way.

Sincerely,

A handwritten signature in cursive script that reads "Elaine S. Traversi". The signature is written in black ink and is positioned above the printed name and title.

Elaine Traversi
Executive Director
Stanwood Chamber of Commerce



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:**DATE:** August 9, 2018**SUBJECT:** Hotel/Motel Grant – Snohomish County**CONTACT PERSON:** Patricia Love, Community Development Director**ATTACHMENTS:** A. None

ISSUE

The issue before the City Council is to authorize staff moving forward with the Snohomish County Hotel/Motel Grant application and the authorizing application for funds.

RECOMMENDATION

1. Review and discuss authorizing staff moving forward with the Snohomish County Hotel/Motel Grant application and the authorizing application for funds.

SUMMARY STATEMENT

Snohomish County began accepting applications August 1, 2018 from public and non-profit agencies for the Hotel/Motel grant for projects that assist tourism development and promotion in Snohomish County. Funds may be used for marketing and promotions only, unless the project strongly identifies with the Snohomish County Strategic Tourism Plan (STP), in which case capital expenditures may be allowable. City of Stanwood will submitted our application prior to the closing of the acceptance on August 31st.

DISCUSSION

The program is funded through the taxes imposed on hotel and motel room rentals in Snohomish County. Funds will be available on or about January 20, 2019 and will be awarded on a competitive basis to eligible applicants with the demonstrated ability to complete their proposed projects by December 15, 2019. Historically, the average project allocation has been about \$10,000, but ranges from \$5,000 - \$50,000 depending on economic impact to the community and overnight stays in hotels. The City of Stanwood will be requesting \$16,000 which is the same amount as the last two year's

request. However, the City only received \$8,000.00 last year and we are expecting the same amount this year.

Grant funding will be used to develop, write, layout, publish, print and distribute two issues (Oct-April and May-Sept.) of the *Discover Stanwood Camano* visitor guide. The visitor guide is designed to entice visitors to stay longer in order to explore the seven unique communities located on the shores of beautiful Port Susan Bay located on the Salish Sea between Marysville and Skagit County.

The guides feature editorial articles, maps and advertisements showcasing the diverse outdoor and cultural activities available in the area during the summer/fall of 2019 and winter/spring 2019/2020. Through the guide, visitors can discover new activities, restaurants and accommodations outside anchor attractions in other parts of Snohomish County.

The guide encourages visitors to enhance and extend their stay in Snohomish County. Overall, our goal for this project is to provide information which will help visitors enjoy the many special activities in and around Port Susan Bay and provide supplemental information which will enhance their stay.

The City of Stanwood will work with a stakeholders group to develop the editorial articles. A contract with a publisher to print and distribute up to 22,000 copies of the visitor guide from Canada to Olympia along the I-5 corridor will be in place. The eight and ninth issue of this successful and award winning visitor guide will be distributed throughout Whatcom, Skagit, Snohomish, King and Pierce counties using Certified Distribution or similar firm.

In addition to the hard-copy guide, a "flip-book" digital version of the *Discover Stanwood Camano* visitor guide will be promoted on the Discover Stanwood Camano website and Facebook page. The City will make the digital version of the visitor's guide available to stakeholders and affiliates.

City staff has begun moving forward with the grant due to the short turn-around time compared to last year. One of the requirements of the application is for the minutes of a Council meeting to be submitted reflecting the Council's approval of the project and authorizing application for funds. Staff has structured the motion to reflect this request within the application.

FINANCIAL IMPACT

The City of Stanwood is requesting \$16,000 in grant funding which will be utilized to pay to develop, write, layout, publish, print and distribute two issues of the *Discover Stanwood Camano* visitor guide. However, the monies have to be expected first and then reimbursement may be requested. It is important to note that we only received \$8,000 last year and we are expecting the same amount again this year.

COMMITTEE RECOMMENDATION

No Committee reviewed this application.

CITY COUNCIL OPTIONS

1. Support staff moving forward with the Snohomish County Hotel/Motel grant application.
2. Do not support staff moving forward with the Snohomish County Hotel/Motel grant application.

RECOMMENDED ACTION

"I MOVE TO SUPPORT STAFF MOVING FORWARD WITH THE SNOHOMISH COUNTY HOTEL/MOTEL GRANT APPLICATION AND AUTHORIZING THE APPLICATION FOR FUNDS IF RECEIVED."

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, August 9, 2018 – 7:00 p.m.

Stanwood Camano School District Administration Board Room

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Pro Tempore Dianne White called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy Clerk Tania Hawes called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Timothy Pearce, Larry Sather, Kelly McGill, and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Sergeant Rebecca Lewis, City Attorney Representative Brett Vinson, and Deputy Clerk Tania Hawes.

Motion by Councilmember Sather, second by Councilmember McGill, to excuse Councilmember Callaghan. Motion carried unanimously.

3. Approval of the Agenda

City Council revised the agenda to add an executive session for purposes of discussing real estate acquisition and sale pursuant.

Motion by Councilmember Sather, second by Councilmember McGill, to approve the agenda as revised. Motion carried unanimously.

4. Presentation

Mayor Pro Tempore Dianne White presented a certificate of recognition to the Stanwood Camano Food Bank and Thrift Store for this quarter's business spotlight. She stated that the food bank is a wonderful asset to the community and that the food bank is always taking donations. Councilmember White explained that she is an acquaintance of Jeanie Ovenell, who started the food bank out of the trunk of her car when she was just sixteen years old.

Councilmember Johnson added that he thought the simple gesture collection process is wonderful.

5. Citizen Comments

Shoaleh Colombi – 6523 176th PL NW

Shoaleh commented that 68th avenue used to be blocked so that only the fire department could use the road. When Ridgeland Estates was built, the playground and mailboxes were moved across the street from the development on 68th avenue. Now that 68th avenue is open to the public, there are cars that speed on the road even though they are in a school zone. Shoaleh has contacted the Police Department and was told that officers would patrol the area, but the problem has persisted. Shoaleh is on the home owner's association board and expressed that they are concerned because

Stanwood City Council Meeting Minutes – August 9, 2018

children have to cross the busy street in order to go to the playground. The residents of the neighborhood also have to cross the street in order to get to their mailboxes. Shoaleh has already discussed this issue with Erick Aurand and asked that the City send the issue to the rest of the Community Development Department. She expressed that this issue is only going to get worse with Mineral Point, Titan Homes NW, and Landed Gentry all building homes in the area. Shoaleh also commented that on the corner of 278th street and 68th avenue, she has almost been in a collision three times because of how hard it is to see other cars in that intersection.

In response to Shoaleh's concerns, Councilmember White suggested asking the Stanwood School District if they could create provisions to help children walk safely in the busy area. Ms. Colombi replied that the school has crossing guards and that because there are so many parents are trying to pick up their children from school, it makes it difficult for residents to pick up their mail. She also said that it would not resolve the issue for when school is not in session and children would like to go to the park.

Cathy Wooten – 27828 84th Avenue NW

Cathy asked Community Development Director Patricia Love if Shoaleh Colombi could submit a docket application for citizen concerns so that the issue could go before the Planning Commission and then to City Council. Patricia explained that this would not be a docket item because it is not a change of city code; rather a site development issue.

Tim Schmitt – 27308 101st Avenue

Tim congratulated Erica Schorn on the birth of her daughter, and Councilmember McGill and his wife on the birth of their daughter. He also added to Mr. Wooten's comments during the July 12, 2018 City Council meeting on the rowdy behavior before the Twin City Idler's show. Tim commented that by the lack of action during the event before the Twin City Idler's show, the Police Department seemed to provide approval of the rowdy behavior. Tim stated that he understood that there may have been reasons for the Police Department's lack of action at the event, such as an equally dangerous reaction to any action from the police. He also commented that he spoke to some of the senior members of the Twin City Idlers and that they said that they did not endorse the activity that occurred the night before the Twin City Idlers show. Tim suggested to Council that when the event comes to the Public Safety Committee next year, that the observations of this event be taken into consideration and a planned response to address any rowdy behavior if it occurs will already be in place.

Councilmember Johnson asked Tim if he had directly witnessed the events before the Twin City Idlers show himself. Tim replied that he had seen some parts of the event on Saturday night and when he goes by Stanwood Middle School he still sees the burnout marks on the road from the event.

Councilmember McGill added that he had also attended the event. He stated that he did not want to watch cars that were almost swerving into sidewalks and children.

Councilmember White added that dealing with the event at permit time next year is a good idea.

6. Staff Reports

Stanwood City Council Meeting Minutes – August 9, 2018

- a. Economic Development Board July 19, 2018
- b. Finance Report 2nd Quarter – 2018
- c. Police Compstat Report – June 2018
- d. Public Works Monthly Report – May and June 2018
- e. Community Development Monthly Report – May/June 2018
- f. Planning Commission Minutes – April 23, 2018
- g. Planning Commission Minutes – June 11, 2018
- h. Planning Commission Minutes – June 25, 2018
- i. Planning Commission Minutes – July 9, 2018

7. Committee Reports

- a. Community Development
- b. Public Works Committee Report

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve July 12, 2018 Regular Meeting Minutes
- c. Authorize Purchase of a New Pump and Valves for repair to the Washwater System at the Wastewater Treatment Plant
- d. Snohomish County Hotel/Motel Grant Application

Motion by Councilmember Sather, second by Councilmember McGill, to approve the consent agenda items a through d. Motion carried unanimously.

9. Public Hearing

- a. To Hear Public Testimony regarding the Surplus Property Landed Gentry Easement
 - i. Resolution 2018-19

Public Works Director Kevin Hushagen asked City Council to hold a public hearing to surplus a piece of property at the Schmakeit property. Kevin explained that the Schmakeit property is set to be redeveloped.

Motion by Councilmember Sather, second by Councilmember Johnson, to open the public hearing to consider testimony regarding surplus and extinguishment of the easement on the Schmakeit property. Motion carried unanimously.

A public hearing was held regarding the surplus and extinguishment of an easement on the Schmakeit property for adoption of Resolution 2018-19. This resolution would authorize the surplus of the Schmakeit property easement.

Anna Nelson – 504 East Fairhaven Avenue Burlington, WA 98233

Anna stated that she works for Landed Gentry and encouraged City Council to approve Resolution 2018-19 to extinguish the easement on the property.

Stanwood City Council Meeting Minutes – August 9, 2018

Seeing no other citizen comments, the public hearing closed.

Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2018-19 and authorize the Mayor to sign the easement extinguishment for easement AFN2311543 on the Schmakeit property. Motion carried unanimously.

10. New Business

i. Economic Development Board Resolution 2018-18

Community Development Director Patricia Love presented Resolution 2018-18, reconvening the Economic Development Board's term for an additional four years. The original resolution put in place in 2014 provided for a four year term for the Board. At the end of the four year term, Council would review the Board to see if it was providing any benefit to the City.

Councilmember White commented that she is in favor of the Economic Development Board because it has elected officials, staff, and community leaders, so it provides a broader viewpoint for the economic development of the City.

Councilmember Williams added that there has been some great work from this committee and others, and that they should stick with this committee.

Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2018-18, reconvening the Economic Development Board for an additional four year term. Motion carried unanimously.

11. Reports of Officers and Committees

a. Mayor Pro Tempore's Report

Mayor Pro Tempore Dianne White commented that when she went to City Hall in the morning and later in the afternoon that the building was very warm. Although the City Hall has fans and a few window air conditioners, the fans are in inconvenient areas and create lots of noise in the City Hall. She commented that the City has an opportunity with the new city budget coming up to get a proper air conditioning system for the building. Councilmember White commented that it was about 82 degrees in City Hall and that the City is probably using just as much energy with all of the fans as they would with a proper air conditioning system. She also explained that even though the City will be getting a new City Hall, they will still have to sell the old City Hall and a new air conditioning system would make the building much more marketable.

b. City Administrator's Report

c. Councilmember Reports and Questions

12. Citizen Closing Comments

Stanwood City Council Meeting Minutes – August 9, 2018

There were no citizen comments.

13. Adjourn to Executive Session for Purposes of Discussing Real Estate Acquisition/Sale Pursuant to [RCW 42.30.110(1)(b)] Possible Action to Follow

At 7:26 pm, Mayor Pro Tempore Dianne White adjourned the meeting to executive session to discuss property acquisition for fifteen minutes.

At 7:43 pm, City Attorney Representative Brett Vinson announced that Council would be in executive session for an additional ten minutes.

Council reconvened at 7:59 pm.

14. Reconvene and Adjourn

There being no further business before the Council, Mayor Pro Tempore Dianne White adjourned the meeting at 7:59 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Tania Hawes, Deputy Clerk

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
City of Stanwood

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
☒ Other (see instructions) ▶ Municipality
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
10220 270th St. NW

6 City, state, and ZIP code
Stanwood WA 98292

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here _____ Signature of U.S. person ▶ [Signature] Date ▶ 2/13/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third-party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA reporting?* on page 2 for further information.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: September 13, 2018

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – August 9, 2018 Meeting Minutes

SUMMARY STATEMENT

Minutes from the August 9, 2018 Community Development Committee meeting are attached to this staff report for approval as presented.

City Council
COMMUNITY DEVELOPMENT COMMITTEE

August 9, 2018 Meeting
Meeting Notes

Attendance:

Council Committee Members and Staff:

Rob Johnson, Councilmember
Kelly McGill, Councilmember
Judy Williams, Alternate
Patricia Love, Community Development Director

Public:

Cathy Wooten
Tim Schmitt
Anna Nelso
Steve Shepro, Planning Commissioner

Excused Absences:

Elizabeth Callaghan, Committee Chair

1. Committee Name

Members confirmed the name of their committee: Community Development Committee.

2. Economic Development Board Work Plan

At the Economic Development Boards' July meeting, the Board discussed developing a work plan and adopting bylaws. They requested that the following items be added to their future work plan:

- City Support for Community Events: Barricades, Road Closures, etc.
- Hotel / Motel Feasibility and Outreach
- Flood Insurance and Certification under the Community Rating System (CRS)
- Status of Grants
- Guest Speakers
- Economic Development Strategy / Implementation – Phase 2

The CDC recommended that the EDB include in their workplan:

- Ensure coordination with both the Stanwood and Camano Island Chambers
- Engage with the Economic Alliance of Snohomish County and the Economic Development Alliance of Skagit County
- Business owners who may be interested in the EDB could include: Picnic Pantry and Starlight Emporium

3. Final Plat Code Amendment Recommendation by Planning Commission

Changes in state law recently granted local governments the authority to administratively approve final plats. At the July CDC meeting, the Committee expressed their discomfort with changes that would take the final plat review out of the control of the City Council. This information was relayed to the Planning

Commission at their public hearing on July 23, 2018. After taking staff comments and public testimony the Planning Commission recommended to change final plats to an administrative approval process. The Commission felt that the final plat process is an administrative process only and that by advertising and holding a meeting on final plats it invited people to request changes or influence a decision that cannot be legally changed. They also supported the ordinance as it streamlines the process and eliminates potential delays.

The Commission did however have several concerns about the preliminary plat process and when changes are made after preliminary plat approval. The Economic Development Board also had similar concerns about staff approved deviations.

The CDC understands that approval of final plats is not discretionary. However, there is still concern on their part about the preliminary plat approval process, changes after approval, and final check that the plat did indeed meet all the conditions of approval. Specifically, the Committee has concerns about the deviation process and how changes are made between preliminary plat and final plat approvals. The Committee noted that they would be more comfortable with an administrative final plat process once the overall preliminary plat approval process and authority was better defined.

For the September meeting staff will provide:

- Copies of the Master Builders and Landed Gentry letters
- Detailed descriptions of the specific issues and concerns with final plats being reviewed by City Councils
- How administrative changes are made and approved after preliminary plat approval

4. Sign Code Amendment – Off Premise Signs / A-Boards

The Planning Commission has been asked to consider a change to the sign code to allow for off-site monument or directional signage for businesses. Staff requested general feedback from the Committee on their thoughts about allowing off site signage. Initial comments included:

- The off-site Snow Goose Directional Signs may have been approved in phases allowing signage on other streets other than SR 532.
- Look at opportunities to possibly sell space on Snow Goose Directional Signs.
- Evaluate opportunities to broaden the code language allowing others to advertise on off site monument signs with owner's permission.
- Keep the sign code tight enough that sign proliferation or "eye pollution" is kept to a minimum.
- Seek advice from the Stanwood and Camano Chambers.
- Consider the "ripple" effect of changing the sign code on other areas in the City: not just downtown.

5. Planning Commission Extended Agenda

The Planning Commission's extended agenda was included in the packet as an FYI; no discussion was held on the updated work plan.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: September 13, 2018

SUBJECT: Investment Committee Report

ATTACHMENTS: A – July 11, 2018 Investment Committee Meeting Minutes

SUMMARY STATEMENT

Minutes of the July 11, 2018 Investment Committee Meeting are attached.

**City of Stanwood
Investment Committee Meeting Minutes**

September 13, 2018

Investment Committee Report
(July 11, 2018)
9:30 AM, City Hall

In attendance:

Committee Chair Dianne White
Mayor Leonard Kelley
David Hammond, Finance Director

The Investment Committee met and discussed the TVI Platinum report.



**CITY OF STANWOOD
INVESTMENT COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 1
DATE: July 11, 2018
SUBJECT: Investment Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENT: A—TVI Platinum report

ISSUE

The issue for the Investment Committee is to review the city's June 30, 2018 Investment Report.

RECOMMENDATION

Review the city's June 30, 2018 Investment Report and provide overall guidance to the Finance Director.

SUMMARY

The city averages cash and investment balances ranging approximately \$14 million to \$16 million. In the current rising interest rate environment it is important to monitor city cash management to ensure the city's primary investment objectives are met; Safety, Liquidity and Return on Investment.

DISCUSSION

Chart A provides a summary of investment securities and pool holdings listed by maturity date. Chart B provides a summary of the portfolio performance compared to City Fiscal Policy Benchmark. The attached Premium portfolio provides additional information.

Chart A

Investment	Return (APY)	Balance	% total	Maturity Date
Washington Federal Public Funds	1.765%	\$ 50,053	0.00	
Opus Checking	1.960%	\$ 755,619	0.05	
WA LGIP	1.918%	\$ 901,134	0.06	
Snoh. County Inv. Pool	1.708%	\$ 3,519,385	0.24	
US Treasury Note	1.480%	\$ 1,000,580	0.07	12/31/2018
FHLMC	2.230%	\$ 990,717	0.07	4/15/2019
US Treasury Note	1.560%	\$ 1,001,817	0.07	6/30/2019
Fannie Mae	2.420%	\$ 991,670	0.07	9/12/2019
ResFundCorp	2.522%	\$ 964,545	0.07	10/15/2019
FNMA	1.890%	\$ 1,065,083	0.07	12/27/2019
US Treasury Note	1.590%	\$ 500,478	0.03	12/31/2019
FHLB	2.570%	\$ 993,009	0.07	2/14/2020
US Agency TVA	2.540%	\$ 994,630	0.07	3/15/2020
ResFundCorp	2.641%	\$ 999,195	0.07	7/15/2020
		\$14,727,915	1.00	

Chart B

INVESTMENT PERFORMANCE - Q2 2018				
	April	May	June	Quarter Average
Amount Invested	\$ 12,381,283	\$ 14,359,110	\$ 14,727,915	\$ 13,822,769
Return (average percentage yield)	1.68%	1.83%	2.03%	1.85%
Benchmark (Per Finance Policy, Two Year Average of 2-Year Treasury Note)	1.32%	1.42%	1.50%	1.41%

Investment Category	Amount	Current Allocation	June Rate
CASH			
Cash/Money Market	\$ 1,058,957	7%	0
INVESTMENTS			
Public Checking	\$ 805,672	5%	1.86%
WA State LGIP	\$ 901,134	6%	1.92%
Snohomish County Inv. Pool	\$ 3,519,385	22%	1.71%
U.S. Treasury Notes	\$ 2,502,875	16%	1.54%
U.S. Agency Securities	\$ 6,998,849	44%	2.40%
Total	\$ 15,786,872		

FISCAL IMPACT

As described in the body of the report.

INVESTMENT REPORT

INVESTMENT PERFORMANCE - Q2 2018				
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U.S. Agency Securities	\$ 6,998,849	44%	2.40%
Total	\$ 15,786,872		

CURRENT INVESTMENT HOLDINGS				
Investment	Return (APY)	Balance	% total	Maturity Date
Washington Federal Public Funds	1.765%	\$ 50,053	0.00	
Opus Checking	1.960%	\$ 755,619	0.05	
WA LGIP	1.918%	\$ 901,134	0.06	
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ResFundCorp	2.522%	\$ 964,545	0.07	10/15/2019
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US Agency TVA	2.540%	\$ 994,630	0.07	3/15/2020
ResFundCorp	2.641%	\$ 999,195	0.07	7/15/2020
		\$ 14,727,915	1.00	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: September 13, 2018

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Lisa Sokolik, Administrative Assistant

ATTACHMENTS: A – August 6, 2018 PWC Meeting Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, August 6, 2018 at 5:00pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

September's committee meeting is scheduled for September 10th, due to Labor Day on the 3rd.

Minutes from the August 6, 2018 meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the city's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

Agenda

1. Repair and Maintenance Budgets
2. Detention Pond Ownership Policy

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, August 6, 2018 – 5:00pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Rob Johnson, Tim Pearce, Judy Williams

City Staff: Kevin Hushagen, Lisa Sokolik, Patricia Love *-attended issue #2*

The full meeting agenda packet with detailed information can be found on the City's website at www.ci.stanwood.wa.us

1. Repair and Maintenance Budgets

Staff asked the committee if the purchasing policy could be updated to allow staff to get telephonic authorization to purchase parts needed to make equipment repairs instead of waiting until the next meeting to get authorization. This would allow staff to order the parts right away and get equipment up and running sooner than later. Staff would update full council at the next scheduled council meeting.

Recommendation: The Committee recommended updating the purchasing policy and to bring to full council for adoption.

2. Detention Pond Ownership Policy

The current SMC 12.14.040 states that newly constructed or annexed existing stormwater facilities shall be transferred to the city for ownership and maintenance at the time of final plat or annexation. The city does not collect extra fees when we take stormwater facilities into our system. Staff suggested to the PW committee that the code be codified to include the 9 facilities that are privately owned.

The committee agreed that the city should take ownership of all retention/detention facilities as they are all part of our drainage system and to not charge a fee to the current owners.

Staff will meet with property owners who were initially told that they would have to pay a fee in order for the city to take ownership. There will not be any fee to the property owners.

Council Members Pearce and Williams voiced a concern about the recording fees associated with taking over ownership of these facilities and directed staff to talk to the city attorney; some retention/detention facilities are owned equally by 30 lot owners within the development. Each of these owners will have to sign over their share of the facility to the city and all of those documents would then have to be recorded.

The committee would like staff to bring back a written policy (draft), the city attorney's advice as to the best way to take ownership, and an estimate of how much the recording fees will be.

The committee also recommended that the drainage staff have retention/detention pond maintenance training.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: September 13, 2018

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 30231 through 30339 and electronic funds transfers from Washington Federal Bank and Umpqua Bank in the amount of \$430,110.95. Approve issuance of Umpqua Bank payroll checks 1067 through 1076 and electronic funds transfers from Washington Federal Bank in the amount of \$280,962.80.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 30231 THROUGH 30339 AND ELECTRONIC FUNDS TRANSFERS FROM WASHINGTON FEDERAL BANK AND UMPQUA BANK IN THE AMOUNT OF \$430,110.95. APPROVE ISSUANCE OF UMPQUA BANK PAYROLL CHECKS 1067 THROUGH 1076 AND ELECTRONIC FUNDS TRANSFERS FROM WASHINGTON FEDERAL BANK IN THE AMOUNT OF \$280,962.80.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

07/31/2018 To: 09/04/2018

Time: 08:20:46 Date: 09/04/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4518	08/02/2018	Claims	2	EFT	WA St Dept of Licensing *	804.00	Fee For Gun Permits
4590	08/03/2018	Claims	2	EFT	WA St Dept of Revenue **	702.30	2nd Qtr Leasehold Excise Tax
4525	08/01/2018	Claims	3	EFT	Heartland Payment Systems	166.62	July Merchant Services
4582	08/03/2018	Claims	3	EFT	Chase Paymentech	759.57	July Merchant Fees
4803	08/15/2018	Claims	3	EFT	Harland Clarke	102.65	Deposit Slips 4 Books
4806	08/16/2018	Claims	3	EFT	WA St Dept of Revenue **	10,574.86	B&O Excise Tax - July 2018
5147	08/01/2018	Claims	3	EFT	Washington Federal Bank	179.00	Charge For Credit Card Machine
4594	08/06/2018	Claims	3	30231	Bonner Electrical Contracting LLC	3,099.90	City Of Stanwood; City Of Stanwood
4595	08/06/2018	Claims	3	30232	Cascade Natural Gas Corp	64.68	931 607 9072 6; 953 540 0000 2; 127 540 0000 3; 498 440 0000 7; 839 440 0000 5
4596	08/06/2018	Claims	3	30233	Code Publishing Company Inc	399.08	3116 City Of Stanwood
4597	08/06/2018	Claims	3	30234	Columbia Ford	52,300.84	City Of Stanwood; City Of Stanwood
4598	08/06/2018	Claims	3	30235	Edge Analytical Inc	24.00	STA01
4599	08/06/2018	Claims	3	30236	Haggen Inc	29.94	City Of Stanwood
4600	08/06/2018	Claims	3	30237	Office Depot	239.15	36274097
4601	08/06/2018	Claims	3	30238	PUD Of Snohomish County *	346.64	200592889
4602	08/06/2018	Claims	3	30239	Lisa Sokolik	97.50	City Of Stanwood
4603	08/06/2018	Claims	3	30240	Stilly Auto Parts Napa	380.97	27197
4604	08/06/2018	Claims	3	30241	US Bank	2,782.37	4485 5945 5564 1495
4605	08/06/2018	Claims	3	30242	Verizon Wireless	963.78	372541731-00001
4807	08/16/2018	Claims	3	30243	Advanced Automotive LLC *	532.58	113
4808	08/16/2018	Claims	3	30244	Aramark Uniform Services Inc	572.15	937963000
4809	08/16/2018	Claims	3	30245	Automatic Door & Gate	398.22	City Of Stanwood
4810	08/16/2018	Claims	3	30246	The Blueline Group	2,458.00	City Of Stanwood
4811	08/16/2018	Claims	3	30247	Gaylynn Brien	60.00	City Of Stanwood
4812	08/16/2018	Claims	3	30248	Cascade Natural Gas Corp	36.44	608 440 0000 4
4813	08/16/2018	Claims	3	30249	Cascade Septic, LLC	110.00	City Of Stanwood
4814	08/16/2018	Claims	3	30250	Columbia Ford	26,150.42	City Of Stanwood
4815	08/16/2018	Claims	3	30251	Core & Main	47.02	110855
4816	08/16/2018	Claims	3	30252	The Crab Cracker	378.00	Stanwood Police Department
4817	08/16/2018	Claims	3	30253	Databar Inc.	868.61	8952
4818	08/16/2018	Claims	3	30254	FCS Group- Solutions- Oriented Consult.	5,879.53	City Of Stanwood; City Of Stanwood
4819	08/16/2018	Claims	3	30255	Forest Land Services Inc	213.07	City Of Stanwood
4820	08/16/2018	Claims	3	30256	Frontier *	1,030.32	206-188-0411-053105-5
4821	08/16/2018	Claims	3	30257	HB Jaeger Company LLC	182.28	3330
4822	08/16/2018	Claims	3	30258	Hamilton Lumber LLC	249.34	City Of Stanwood
4823	08/16/2018	Claims	3	30259	Harmsen & Assoc Inc	210.60	City Of Stanwood
4824	08/16/2018	Claims	3	30260	Herc Equipment Rental Corp.	276.68	1024925
4825	08/16/2018	Claims	3	30261	J.A. Brennan Associates, PLLC	11,324.00	City Of Stanwood
4826	08/16/2018	Claims	3	30262	Maul Foster Alongi, Inc.	2,127.50	City Of Stanwood
4827	08/16/2018	Claims	3	30263	National Barricade Co LLC	108.90	STP
4828	08/16/2018	Claims	3	30264	Navia Benefits	50.00	City Of Stanwood
4829	08/16/2018	Claims	3	30265	OEM Controls	450.00	28559
4830	08/16/2018	Claims	3	30266	Office Depot	222.11	36274097; 36274097; 36274097
4831	08/16/2018	Claims	3	30267	PUD Of Snohomish County *	9,460.89	200240505; 221854284; 200738672; 221041510; 202579512; 200142180; 202727285; 202694204; 202670675; 202882056; 200633634; 200128742; 200367373
4832	08/16/2018	Claims	3	30268	Petty Cash/ Marcy Mathis -Custodian	3.00	City Of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4833	08/16/2018	Claims	3	30269	Pitney Bowes Inc- Purchase Power *	75.59	8000-9090-0519-5677
4834	08/16/2018	Claims	3	30270	Platt Electric Supply Inc	21.84	24127
4835	08/16/2018	Claims	3	30271	Puget Sound Regional Council	2,155.00	Stanwood
4836	08/16/2018	Claims	3	30272	Refund - Val Paul Taylor	1,040.09	Refund HP Washington Acct#2771 Overpayment On Acct.
4837	08/16/2018	Claims	3	30273	Ricoh USA, Inc.	2,245.83	1316669-3660090; 1316669-3660142; 1316669-3660143; 1316669-3659652
4838	08/16/2018	Claims	3	30274	Sherwin- Williams Co- # 8534	2,749.94	6321-3380-7; 6321-3380-7; 6321-3380-7
4839	08/16/2018	Claims	3	30275	Shred-it US JV LLC	540.18	14668765
4840	08/16/2018	Claims	3	30276	Skagit Farmers Supply	129.40	135052
4841	08/16/2018	Claims	3	30277	Sno Co Dept Of Emergency Management	2,069.93	DEMSTNWD
4842	08/16/2018	Claims	3	30278	Sno Co Information Services *	4,762.49	DIS1107
4843	08/16/2018	Claims	3	30279	Sno Co Prosecuting Attorney *	2,394.04	City Of Stanwood
4844	08/16/2018	Claims	3	30280	Sno Co Public Works *	9,245.53	CR000024; CR000024
4845	08/16/2018	Claims	3	30281	Sno Co Sheriff's Office - CB	2,635.05	City Of Stanwood
4846	08/16/2018	Claims	3	30282	Sno Co Sheriffs Office *	143,318.17	SSH00001
4847	08/16/2018	Claims	3	30283	Snohomish County 911	6,658.91	City Of Stanwood
4848	08/16/2018	Claims	3	30284	Snohomish County Public Def Association	1,926.10	City Of Stanwood
4849	08/16/2018	Claims	3	30285	Snohomish Health District	5,088.75	City Of Stanwood
4850	08/16/2018	Claims	3	30286	Stanwood Ace Hardware/ Jks Ventures	272.12	20013
4851	08/16/2018	Claims	3	30287	Stanwood Auto Parts	251.19	56100
4852	08/16/2018	Claims	3	30288	Stanwood Camano News	210.32	261981; 261981; 261981
4853	08/16/2018	Claims	3	30289	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
4854	08/16/2018	Claims	3	30290	Stanwood City Utility	2,702.22	2688; 2741; 2749; 2886; 2964; 3184; 3439; 2965; 1075;
4855	08/16/2018	Claims	3	30291	Stanwood Hardware	819.44	1414
4856	08/16/2018	Claims	3	30292	Stilly Auto Parts Napa	146.48	27197
4857	08/16/2018	Claims	3	30293	Strategies 360 Inc	1,500.00	City Of Stanwood
4858	08/16/2018	Claims	3	30294	TMG Services Inc	1,295.45	1920010
4859	08/16/2018	Claims	3	30295	Tetra Tech, Inc	2,940.00	City Of Stanwood
4860	08/16/2018	Claims	3	30296	Twin City Lanes & Trophy	16.42	City Of Stanwood
4861	08/16/2018	Claims	3	30297	US Bank Na Custody/ Treas Div- Money Ctr	40.00	777221717
4862	08/16/2018	Claims	3	30298	Unum Life Insurance	88.40	City Of Stanwood
4863	08/16/2018	Claims	3	30299	Utilities Underground Loc	50.31	134200
4864	08/16/2018	Claims	3	30300	WA St Dept of Corrections *	158.34	7219
4865	08/16/2018	Claims	3	30301	Waste Management Skagit	338.65	8-34465-95001
4866	08/16/2018	Claims	3	30302	Wave Broadband	122.25	8136 10 014 0036680
4867	08/16/2018	Claims	3	30303	Xpress/Bill Pay	378.00	10290
5053	08/28/2018	Claims	3	30304	APP- Associated Petroleum Products	3,608.75	04-0100494
5054	08/28/2018	Claims	3	30305	Edge Analytical Inc	1,108.00	STA01; STA01; STA01
5055	08/28/2018	Claims	3	30306	Les Schwab Tire Centers	412.06	S34-00006
5056	08/28/2018	Claims	3	30307	Office Depot	246.38	36274097; 36274097; 36274097; 36274097

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5057	08/28/2018	Claims	3	30308	PUD Of Snohomish County *	10,573.89	201942398; 200103539; 220923312; 202982351; 200208858; 200794063; 202423729
5058	08/28/2018	Claims	3	30309	Puget Sound Hardware, Inc	31.43	City Of Stanwood
5059	08/28/2018	Claims	3	30310	RH2 Engineering Inc	337.74	City Of Stanwood; City Of Stanwood
5060	08/28/2018	Claims	3	30311	Refund - Val Paul Taylor	6.52	Ref Kellie Bartlett #2045 Overpayment On Acct
5061	08/28/2018	Claims	3	30312	Refund - Ticor Title Co	50.21	Refund Russell & Maranda Cleveland #2516 Cr At Time Of Sale
5062	08/28/2018	Claims	3	30313	Sno Co District Court	366.08	DCT34003
5063	08/28/2018	Claims	3	30314	Snohomish County Public Def Association	1,926.10	City Of Stanwood
5064	08/28/2018	Claims	3	30315	Stanwood Camano News	302.06	261981; 261981; 261981
5065	08/28/2018	Claims	3	30316	Twin City Lanes & Trophy	16.37	City Of Stanwood
5066	08/28/2018	Claims	3	30317	WAPRO	175.00	Slattery - Fall Conference Registration Fee
5067	08/28/2018	Claims	3	30318	Weed, Graafstra & Associates, Inc., P.S	15,690.09	3868-0000M
5068	08/28/2018	Claims	3	30319	Whitney Equipment Co Inc	8,535.02	STANWOO
5112	08/30/2018	Claims	3	30320	American Planning Assn	325.00	Carly Ruacho ID #077978
5113	08/30/2018	Claims	3	30321	BHC Consultants, LLC	32,997.96	Project 18-10515.01
5114	08/30/2018	Claims	3	30322	Cascade Natural Gas Corp	38.33	953 540 0000 2; 127 540 0000 3; 839 440 0000 5
5115	08/30/2018	Claims	3	30323	Cascade Septic, LLC	250.00	City Of Stanwood
5116	08/30/2018	Claims	3	30324	City of Everett *	555.00	STACITG
5117	08/30/2018	Claims	3	30325	Databar Inc.	274.32	8952
5118	08/30/2018	Claims	3	30326	FCS Group- Solutions- Oriented Consult.	4,900.00	City Of Stanwood; City Of Stanwood
5119	08/30/2018	Claims	3	30327	Office Depot	62.61	36274097; 36274097
5120	08/30/2018	Claims	3	30328	PUD Of Snohomish County *	430.25	200592889
5121	08/30/2018	Claims	3	30329	Pitney Bowes Inc- Global Financial Svc	140.03	0011607768
5122	08/30/2018	Claims	3	30330	Puget Sound Hardware, Inc	331.12	City Of Stanwood
5123	08/30/2018	Claims	3	30331	Refund - Ticor Title Co	133.23	Ref Ticor Title Utility #2532 Overpayment At Closing
5124	08/30/2018	Claims	3	30332	Refund - Val Paul Taylor	150.00	Ref Val Paul Taylor Art By The Bay Deposit
5125	08/30/2018	Claims	3	30333	Ricoh USA, Inc.	841.63	1316669-3660090; 1316669-3660140
5126	08/30/2018	Claims	3	30334	Site Development Associates, LLC	3,795.00	City Of Stanwood
5127	08/30/2018	Claims	3	30335	Snohomish County Treasurer	30.49	City Of Stanwood - Crime Victims
5128	08/30/2018	Claims	3	30336	Everett Daily Herald/ Sound Publishing	451.75	51439981
5129	08/30/2018	Claims	3	30337	Unum Life Insurance	88.40	City Of Stanwood
5130	08/30/2018	Claims	3	30338	WA St Treasurer	2,083.54	City Of Stanwood
5131	08/30/2018	Claims	3	30339	Wave Broadband	142.65	8136 10 015 0064630
		001 General Fund				205,802.67	
		101 Street Fund				10,976.51	
		103 Street Construction Fund				11,506.27	
		104 Park Improvement Fund				18,118.00	
		107 Equipment Reserve Fund				52,300.84	
		110 Building Improvement Fund				1,288.35	
		401 Sewer Fund				26,451.68	

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Date: 9-5-18

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4551	08/08/2018	Payroll	2	1067		273.00	July 2018 Payroll
4621	08/08/2018	Payroll	2	1068	AFLAC	614.96	Pay Cycle(s) 08/08/2018 To 08/08/2018 - AFLAC, Pre-Tax; Pay Cycle(s) 08/08/2018 To 08/08/2018 - AFLAC, Post-Tax
4622	08/08/2018	Payroll	2	1069	AWC Employee Benefit Trust	21,329.11	Pay Cycle(s) 08/08/2018 To 08/08/2018 - AWC - Medical; Pay Cycle(s) 08/08/2018 To 08/08/2018 - AWC- Dental; Pay Cycle(s) 08/08/2018 To 08/08/2018 - AWC - Vision; Pay Cycle(s) 08/08/2018 To 08/08/2018;
4623	08/08/2018	Payroll	2	1070	Colonial Life Insurance	66.75	Pay Cycle(s) 08/08/2018 To 08/08/2018 - Colonial Life Ins
4624	08/08/2018	Payroll	2	1071	Department Of Retirement Systems	40,823.60	Pay Cycle(s) 08/08/2018 To 08/08/2018 - PERS2; Pay Cycle(s) 08/08/2018 To 08/08/2018 - PERS 3; Pay Cycle(s) 08/08/2018 To 08/08/2018 - 457 - DRS (DCP)
4625	08/08/2018	Payroll	2	1072	Hartford Retirement Plan Services	816.00	Pay Cycle(s) 08/08/2018 To 08/08/2018 - 457 - Hartford; Pay Cycle(s) 08/08/2018 To 08/08/2018 - Roth 457(b)
4626	08/08/2018	Payroll	2	1073	ICMA Retirement Trust	2,112.28	Pay Cycle(s) 08/08/2018 To 08/08/2018 - 457 - ICMA
4627	08/08/2018	Payroll	2	1074	Navia Benefits	155.00	Pay Cycle(s) 08/08/2018 To 08/08/2018 - Medical FSA- S125
4628	08/08/2018	Payroll	2	1075	Teamsters Union Local 231	1,229.00	Pay Cycle(s) 08/08/2018 To 08/08/2018 - Teamsters Dues
4629	08/08/2018	Payroll	2	1076	Washington Teamsters Welfare Trust	28,460.10	Pay Cycle(s) 08/08/2018 To 08/08/2018 - Union Dental; Pay Cycle(s) 08/08/2018 To 08/08/2018 - Teamsters Medical
4526	08/08/2018	Payroll	3	EFT		3,925.58	July 2018 Payroll
4527	08/08/2018	Payroll	3	EFT		3,503.60	July 2018 Payroll
4528	08/08/2018	Payroll	3	EFT		2,180.73	July 2018 Payroll
4529	08/08/2018	Payroll	3	EFT		323.00	July 2018 Payroll
4530	08/08/2018	Payroll	3	EFT		1,473.70	July 2018 Payroll
4531	08/08/2018	Payroll	3	EFT		2,247.32	July 2018 Payroll
4532	08/08/2018	Payroll	3	EFT		5,512.30	July 2018 Payroll
4533	08/08/2018	Payroll	3	EFT		3,139.13	July 2018 Payroll
4534	08/08/2018	Payroll	3	EFT		1,611.22	July 2018 Payroll
4535	08/08/2018	Payroll	3	EFT		1,080.70	July 2018 Payroll
4536	08/08/2018	Payroll	3	EFT		1,336.57	July 2018 Payroll
4537	08/08/2018	Payroll	3	EFT		3,786.90	July 2018 Payroll
4538	08/08/2018	Payroll	3	EFT		3,011.74	July 2018 Payroll
4539	08/08/2018	Payroll	3	EFT		2,082.81	July 2018 Payroll
4540	08/08/2018	Payroll	3	EFT		2,805.58	July 2018 Payroll
4541	08/08/2018	Payroll	3	EFT		5,186.82	July 2018 Payroll
4542	08/08/2018	Payroll	3	EFT		323.00	July 2018 Payroll
4543	08/08/2018	Payroll	3	EFT		4,220.31	July 2018 Payroll
4544	08/08/2018	Payroll	3	EFT		5,713.71	July 2018 Payroll
4545	08/08/2018	Payroll	3	EFT		1,729.37	July 2018 Payroll
4546	08/08/2018	Payroll	3	EFT		758.27	July 2018 Payroll
4547	08/08/2018	Payroll	3	EFT		1,614.93	July 2018 Payroll

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4548	08/08/2018	Payroll	3	EFT		4,361.20	July 2018 Payroll
4549	08/08/2018	Payroll	3	EFT		4,244.94	July 2018 Payroll
4550	08/08/2018	Payroll	3	EFT		3,146.91	July 2018 Payroll
4552	08/08/2018	Payroll	3	EFT		323.00	July 2018 Payroll
4553	08/08/2018	Payroll	3	EFT		1,708.31	July 2018 Payroll
4554	08/08/2018	Payroll	3	EFT		1,169.82	July 2018 Payroll
4555	08/08/2018	Payroll	3	EFT		4,775.09	July 2018 Payroll
4556	08/08/2018	Payroll	3	EFT		318.87	July 2018 Payroll
4557	08/08/2018	Payroll	3	EFT		2,117.79	July 2018 Payroll
4558	08/08/2018	Payroll	3	EFT		2,465.13	July 2018 Payroll
4559	08/08/2018	Payroll	3	EFT		4,705.08	July 2018 Payroll
4560	08/08/2018	Payroll	3	EFT		2,163.15	July 2018 Payroll
4561	08/08/2018	Payroll	3	EFT		3,463.94	July 2018 Payroll
4562	08/08/2018	Payroll	3	EFT		3,029.33	July 2018 Payroll
4563	08/08/2018	Payroll	3	EFT		2,040.97	July 2018 Payroll
4564	08/08/2018	Payroll	3	EFT		4,398.63	July 2018 Payroll
4565	08/08/2018	Payroll	3	EFT		2,033.89	July 2018 Payroll
4566	08/08/2018	Payroll	3	EFT		1,849.30	July 2018 Payroll
4567	08/08/2018	Payroll	3	EFT		2,520.29	July 2018 Payroll
4568	08/08/2018	Payroll	3	EFT		322.93	July 2018 Payroll
4569	08/08/2018	Payroll	3	EFT		323.00	July 2018 Payroll
4620	08/08/2018	Payroll	3	EFT	Internal Revenue Service (941)	46,584.14	941 Deposit for Pay Cycle(s) 08/08/2018 - 08/08/2018
4873	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
4874	08/23/2018	Payroll	3	EFT		2,000.00	August 2018 Draw
4875	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
4876	08/23/2018	Payroll	3	EFT		1,800.00	August 2018 Draw
4877	08/23/2018	Payroll	3	EFT		1,350.00	August 2018 Draw
4878	08/23/2018	Payroll	3	EFT		3,000.00	August 2018 Draw
4879	08/23/2018	Payroll	3	EFT		1,600.00	August 2018 Draw
4880	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
4881	08/23/2018	Payroll	3	EFT		2,000.00	August 2018 Draw
4882	08/23/2018	Payroll	3	EFT		2,000.00	August 2018 Draw
4883	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
4884	08/23/2018	Payroll	3	EFT		800.00	August 2018 Draw
4885	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
4886	08/23/2018	Payroll	3	EFT		1,500.00	August 2018 Draw
4887	08/23/2018	Payroll	3	EFT		1,600.00	August 2018 Draw
4888	08/23/2018	Payroll	3	EFT		500.00	August 2018 Draw
4889	08/23/2018	Payroll	3	EFT		2,500.00	August 2018 Draw
4890	08/23/2018	Payroll	3	EFT		1,500.00	August 2018 Draw
4891	08/23/2018	Payroll	3	EFT		1,300.00	August 2018 Draw
4892	08/23/2018	Payroll	3	EFT		1,000.00	August 2018 Draw
001 General Fund						162,500.51	
101 Street Fund						20,209.79	
108 Transportation Sales Tax Fund						1,167.32	
401 Sewer Fund						33,933.98	
410 Drainage Fund						21,223.76	
421 Water Fund						41,927.44	

280,962.80 Payroll: 280,962.80

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

() Deputy Finance Director

Paul A. Hamel

Date: 9-5-18

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, August 9, 2018 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Pro Tempore Dianne White called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy Clerk Tania Hawes called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Timothy Pearce, Larry Sather, Kelly McGill, and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Senior Accountant Wendy Dowhower, Sergeant Rebecca Lewis, City Attorney Representative Brett Vinson, and Deputy Clerk Tania Hawes.

Motion by Councilmember Sather, second by Councilmember McGill, to excuse Councilmember Callaghan. Motion carried unanimously.

3. Approval of the Agenda

City Council revised the agenda to add an executive session for purposes of discussing real estate acquisition and sale pursuant.

Motion by Councilmember Sather, second by Councilmember McGill, to approve the agenda as revised. Motion carried unanimously.

4. Presentation

Mayor Pro Tempore Dianne White presented a certificate of recognition to the Stanwood Camano Food Bank and Thrift Store for this quarter's business spotlight. She stated that the food bank is a wonderful asset to the community and that the food bank is always taking donations. Councilmember White explained that she is an acquaintance of Jeanie Ovenell, who started the food bank out of the trunk of her car when she was just sixteen years old.

Councilmember Johnson added that he thought the simple gesture collection process is wonderful.

5. Citizen Comments

Shoaleh Colombi – 6523 176th PL NW

Shoaleh commented that 68th avenue used to be blocked so that only the fire department could use the road. When Ridgeland Estates was built, the playground and mailboxes were moved across the street from the development on 68th avenue. Now that 68th avenue is open to the public, there are cars that speed on the road even though they are in a school zone. Shoaleh has contacted the Police Department and was told that officers would patrol the area, but the problem has persisted. Shoaleh is on the home owner's association board and expressed that they are concerned because

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children have to cross the busy street in order to go to the playground. The residents of the neighborhood also have to cross the street in order to get to their mailboxes. Shoaleh has already discussed this issue with Erick Aurand and asked that the City send the issue to the rest of the Community Development Department. She expressed that this issue is only going to get worse with Mineral Point, Titan Homes NW, and Landed Gentry all building homes in the area. Shoaleh also commented that on the corner of 278th street and 68th avenue, she has almost been in a collision three times because of how hard it is to see other cars in that intersection.

In response to Shoaleh's concerns, Councilmember White suggested asking the Stanwood School District if they could create provisions to help children walk safely in the busy area. Ms. Colombi replied that the school has crossing guards and that because there are so many parents are trying to pick up their children from school, it makes it difficult for residents to pick up their mail. She also said that it would not resolve the issue for when school is not in session and children would like to go to the park.

Cathy Wooten – 27828 84th Avenue NW

Cathy asked Community Development Director Patricia Love if Shoaleh Colombi could submit a docket application for citizen concerns so that the issue could go before the Planning Commission and then to City Council. Patricia explained that this would not be a docket item because it is not a change of city code; rather a site development issue.

Tim Schmitt – 27308 101st Avenue

Tim congratulated Erica Schorn on the birth of her daughter, and Councilmember McGill and his wife on the birth of their daughter. He also added to Mr. Wooten's comments during the July 12, 2018 City Council meeting on the rowdy behavior before the Twin City Idler's show. Tim commented that by the lack of action during the event before the Twin City Idler's show, the Police Department seemed to provide approval of the rowdy behavior. Tim stated that he understood that there may have been reasons for the Police Department's lack of action at the event, such as an equally dangerous reaction to any action from the police. He also commented that he spoke to some of the senior members of the Twin City Idlers and that they said that they did not endorse the activity that occurred the night before the Twin City Idlers show. Tim suggested to Council that when the event comes to the Public Safety Committee next year, that the observations of this event be taken into consideration and a planned response to address any rowdy behavior if it occurs will already be in place.

Councilmember Johnson asked Tim if he had directly witnessed the events before the Twin City Idlers show himself. Tim replied that he had seen some parts of the event on Saturday night and when he goes by Stanwood Middle School he still sees the burnout marks on the road from the event.

Councilmember McGill added that he had also attended the event. He stated that he did not want to watch cars that were almost swerving into sidewalks and children.

Councilmember White added that dealing with the event at permit time next year is a good idea.

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6. Staff Reports

- a. Economic Development Board July 19, 2018
- b. Finance Report 2nd Quarter – 2018
- c. Police Compstat Report – June 2018
- d. Public Works Monthly Report – May and June 2018
- e. Community Development Monthly Report – May/June 2018
- f. Planning Commission Minutes – April 23, 2018
- g. Planning Commission Minutes – June 11, 2018
- h. Planning Commission Minutes – June 25, 2018
- i. Planning Commission Minutes – July 9, 2018

7. Committee Reports

- a. Community Development
- b. Public Works Committee Report

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve July 12, 2018 Regular Meeting Minutes
- c. Authorize Purchase of a New Pump and Valves for repair to the Wastewater System at the Wastewater Treatment Plant
- d. Snohomish County Hotel/Motel Grant Application

Motion by Councilmember Sather, second by Councilmember McGill, to approve the consent agenda items a through d. Motion carried unanimously.

9. Public Hearing

- a. To Hear Public Testimony regarding the Surplus Property Landed Gentry Easement
 - i. Resolution 2018-19

Public Works Director Kevin Hushagen asked City Council to hold a public hearing to surplus a piece of property at the Schmakeit property. Kevin explained that the Schmakeit property is set to be redeveloped.

Motion by Councilmember Sather, second by Councilmember Johnson, to open the public hearing to consider testimony regarding surplus and extinguishment of the easement on the Schmakeit property. Motion carried unanimously.

A public hearing was held regarding the surplus and extinguishment of an easement on the Schmakeit property for adoption of Resolution 2018-19. This resolution would authorize the surplus of the Schmakeit property easement.

Anna Nelson – 504 East Fairhaven Avenue Burlington, WA 98233

Anna stated that she works for Landed Gentry and encouraged City Council to approve Resolution 2018-19 to extinguish the easement on the property.

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Seeing no other citizen comments, the public hearing closed.

Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2018-19 and authorize the Mayor to sign the easement extinguishment for easement AFN2311543 on the Schmakeit property. Motion carried unanimously.

10. New Business

i. Economic Development Board Resolution 2018-18

Community Development Director Patricia Love presented Resolution 2018-18, reconvening the Economic Development Board's term for an additional four years. The original resolution put in place in 2014 provided for a four year term for the Board. At the end of the four year term, Council would review the Board to see if it was providing any benefit to the City.

Councilmember White commented that she is in favor of the Economic Development Board because it has elected officials, staff, and community leaders, so it provides a broader viewpoint for the economic development of the City.

Councilmember Williams added that there has been some great work from this committee and others, and that they should stick with this committee.

Motion by Councilmember Sather, second by Councilmember McGill, to adopt Resolution 2018-18, reconvening the Economic Development Board for an additional four year term. Motion carried unanimously.

11. Reports of Officers and Committees

a. Mayor Pro Tempore's Report

Mayor Pro Tempore Dianne White commented that when she went to City Hall in the morning and later in the afternoon that the building was very warm. Although the City Hall has fans and a few window air conditioners, the fans are in inconvenient areas and create lots of noise in the City Hall. She commented that the City has an opportunity with the new city budget coming up to get a proper air conditioning system for the building. Councilmember White commented that it was about 82 degrees in City Hall and that the City is probably using just as much energy with all of the fans as they would with a proper air conditioning system. She also explained that even though the City will be getting a new City Hall, they will still have to sell the old City Hall and a new air conditioning system would make the building much more marketable.

b. City Administrator's Report

c. Councilmember Reports and Questions

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12. Citizen Closing Comments

There were no citizen comments.

13. Adjourn to Executive Session for Purposes of Discussing Real Estate Acquisition/Sale Pursuant to [RCW 42.30.110(1)(b)] Possible Action to Follow

At 7:26 pm, Mayor Pro Tempore Dianne White adjourned the meeting to executive session to discuss property acquisition for fifteen minutes.

At 7:43 pm, City Attorney Representative Brett Vinson announced that Council would be in executive session for an additional ten minutes.

Council reconvened at 7:59 pm.

14. Reconvene and Adjourn

There being no further business before the Council, Mayor Pro Tempore Dianne White adjourned the meeting at 7:59 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Tania Hawes, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: September 13, 2018

SUBJECT: 94th Drive Sewer Force Main Repair, Final Acceptance

CONTACT PERSON: Kevin Hushagen, Public Works Director

ISSUE

The issue in front of Council is the final acceptance of the 94th Drive Sewer Force Main Repair project to allow for the start of the warranty and retainage release period.

SUMMARY STATEMENT

At the May 10, 2018 meeting, Council declared the need for an emergency repair to the sewer force main on 94th Drive and awarded Taylor's Excavators a contract to complete the repair in the amount of \$84,500. The project is now complete and Taylor's Excavators is seeking final acceptance.

DISCUSSION

Taylor's Excavators was hired under contract with the City to repair a sewer force main in 94th Drive. This project was declared an emergency by council.

The sewer force main on 94th Drive showed an apparent leak and staff excavated the area to identify the problem and perform a repair. Once the main was exposed there was no sign of a leak or where the issue may have generated. There were different pumping scenarios and head scratching that went on but no leak was found. Staff filled the excavation back in and allowed for traffic to resume use of the road. Several weeks later an apparent leak appeared again and staff excavated the area to determine what the cause of the issue was. When the main was exposed there was no sign of or cause of the leak visible. It was determined that if a leak should occur again the repair was likely going to need to be done by an outside firm with larger machines and equipment. Taylor's Excavators was brought in to consult since they had worked in the direct area and have extensive knowledge. It was determined that without an active leak the repair would be hard to plan for. Staff used steel plates to cover the excavated area so traffic could use the road, but also to allow for monitoring the main for possible leaking

showing up. Weeks later another apparent leak showed up and staff removed the steel plates and again were unsuccessful in finding the source of the problem. Representatives from Taylor's Excavators met staff on site for a series of pumping tests and investigative work to try to find the issue. It was determined that the force main will need to be shut down with bypass pumping taking place and a section of the main removed and replaced from a meter vault all the way to the pump station to try to make sure the problem area is fixed.

Taylor's Excavators were able to locate and fix the problem and completed the work before the end of May.

FINANCIAL IMPACT

The contract was approved May 10, 2018 not to exceed \$84,500.00, and the project was completed for \$84,500 plus 9.1% sales tax, for a total of \$92,189.50.

CITY COUNCIL OPTIONS

- 1) Authorize Mayor Kelley to approve final acceptance for the 94th Drive Sewer Force Main Repair project with Taylor's Excavators.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO APPROVE FINAL ACCEPTANCE OF THE 94TH DRIVE SEWER FORCE MAIN REPAIR PROJECT WITH TAYLOR'S EXCAVATORS.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d
DATE: September 13, 2018
SUBJECT: Appointments to the Stanwood Planning Commission
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A - Letter of Interest

ISSUE

Does the City Council concur with Mayor Kelley's recommendation to appoint Sid Roberts to the Stanwood Planning Commission?

RECOMMENDATION

Appoint Sid Roberts to Position 6 of the Stanwood Planning Commission, left vacant by Susan Ronken's resignation. Mr. Roberts would be appointed to complete Ms. Ronken's Planning Commission term which will expire in December 2020.

SUMMARY STATEMENT

Susan Ronken resigned from the Planning Commission in August leaving Position 6 on the Planning Commission vacant. Sid Roberts has submitted a letter of interest (Attachment A) for the vacant Planning Commission seat. No other inquiries were received for the position.

Mayor Kelley is requesting that the City Council concur in appointing Mr. Roberts to the Planning Commission to complete the unexpired term of Susan Ronken. The Planning Commission has an annual work program and it is important to have a full and experienced Commission for these important recommendations.

CITY COUNCIL OPTIONS

- 1) Approve the mayor's appointment to the Planning Commission.
- 2) Seek additional candidates for consideration for appointment.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MAYOR'S APPOINTMENT OF SID ROBERTS TO THE STANWOOD PLANNING COMMISSION TO FILL THE UNEXPIRED TERM FORMERLY HELD BY SUSAN RONKEN.

August 29, 2018

Stanwood City Clerk
Sent via email

RE: Planning Commission Opening

Dear Stanwood City Clerk,

I am a Stanwood resident and would like to submit my name as a candidate for the Stanwood Planning Commission. Some pertinent information about me is as follows:

My wife and I have owned property in Stanwood for 30 years. We resided near Candle Ridge from 1996-2005 and then moved to Lynnwood for 12 years. In August 2017 we moved back to Stanwood. My wife and her sisters grew up on 80th Ave NW and graduated from Stanwood High School. Our two oldest daughters also graduated from Stanwood High.

My experience relative to the Planning Commission is as follows:

- Real estate broker specializing in land and new construction for about 35 years. Empirical knowledge of land development and the platting process.
- Lynnwood City Council from 2012-2015. Council Vice President 2013, 2014.
- Board member alternate for Community Transit from 2012-2015
- Snohomish County Board of Health Member 2014, 2015.
- Member of Snohomish Co. Public Health Advisory Council, current chair.
- Board member of the Lynnwood Transportation Benefit District. VP 2013-2015
- General understanding of Planning Commission procedure and GMA processes.
- Working knowledge of Robert's Rules of Order
- Known for coming to meetings prepared and for maintaining civility in discussions.

I would be happy to provide personal references for my past public service upon request.

Sincerely, 

Sid Roberts
28001 84th Dr. NW
Stanwood, WA 98292,
sidroberts2@gmail.com. 425-350-2020



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a
DATE: September 13, 2018
SUBJECT: Mineral Point Phase III – Final Plat
CONTACT PERSON: Amy Rusko, Senior Planner
ATTACHMENTS: A – Mineral Point Phase III Final Plat

ISSUE

The City Council is being asked to review the final plat of Mineral Point Phase III and allow the applicant to record the plat of Mineral Point Phase III.

RECOMMENDATION

Discuss and approve the final plat of Mineral Point Phase III.

SUMMARY STATEMENT

The plat of Mineral Point was preliminarily approved for 76 new single family residential lots on approximately 19.92 acres. The plat was divided into three phases. The final plat for Phase I (20 lots) was recorded on December 11, 2017. The final plat for phase II (32 lots) was recorded on May 22, 2018.

DISCUSSION

City staff has reviewed and approved the final plat for Mineral Point Phase III (24 lots). The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments, have approved the final punch list items, with the exception of installed street trees. The City received an assignment of funds for the installation of the street trees (to be completed within three months), this will allow the street trees to be installed with cooler weather and a better survival rate.

Based on staff review, the applicant has completed all other applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

SMC 16.20.060(3) states:

(3) After being approved as required above, the final plat shall be presented to the city council. After finding that the final plat has been completed in accordance with the provisions of this code, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected, the mayor shall sign the final plat accepting such dedications and easements as may be included thereon, and the final plat shall be returned to the applicant for filing for record with the auditor.

Upon approval by the City Council, the Mayor will sign the final plat along with city staff. The final plat will be returned to the applicant to be recorded with the Snohomish County Auditor.

FINANCIAL IMPACT

The plat will be recorded and each lot will contribute by paying property tax.

COMMITTEE RECOMMENDATIONS

No committee reviewed this application.

CITY COUNCIL OPTIONS

1. Approve the final plat of Mineral Point Phase III as presented.
2. Disapprove the final plat of Mineral Point Phase III as presented.
3. Return the final plat of Mineral Point Phase III to the applicant to make final correction or edits to the final plat.

RECOMMENDED ACTION

I MOVE TO APPROVE THE FINAL PLAT OF MINERAL POINT PHASE III AND TO ALLOW THE MAYOR TO SIGN THE FINAL PLAT IN ACCORDANCE WITH SMC 16.020.060(3).

DEDICATION

KNOW BY ALL MEN PRESENT THAT **WEATHERBY I, LLC**, A WASHINGTON LIMITED LIABILITY COMPANY, THE UNDERSIGNED OWNER(S) OF THE LAND HEREBY PLATTED, AND **COASTAL COMMUNITY BANK**, THE MORTGAGEE THEREOF, HEREBY DECLARE THIS PLAT AND DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, AVENUES, PLACES AND SEWER EASEMENTS OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THE PLAT AND THE USE FOR ANY AND ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES. ALSO, THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS, BLOCKS, TRACTS, ETC. SHOWN ON THIS PLAT IN THE REASONABLE ORIGINAL GRADING OF ALL THE STREETS, AVENUES, PLACES, ETC. SHOWN HEREON. ALSO, THE RIGHT TO DRAIN ALL STREETS OVER AND ACROSS ANY LOT OR LOTS, WHERE WATER MIGHT TAKE A NATURAL COURSE AFTER THE STREET OR STREETS ARE GRADED. ALSO, ALL CLAIMS FOR DAMAGE AGAINST ANY GOVERNMENTAL AUTHORITY ARE WAIVED WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE, AND MAINTENANCE OF SAID ROADS.

FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHTS-OF-WAY TO HAMPER PROPER ROAD DRAINAGE. THE OWNER OF ANY LOT OR LOTS, PRIOR TO MAKING ANY ALTERATION IN THE DRAINAGE SYSTEM AFTER THE RECORDING OF THE PLAT, MUST MAKE APPLICATION TO AND RECEIVE APPROVAL FROM THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR SAID ALTERATION. ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF SUCH LOT SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

WEATHERBY I, LLC, A WASHINGTON
LIMITED LIABILITY COMPANY

BY: _____ DATE: _____

ITS: _____

COASTAL COMMUNITY BANK

BY: _____ DATE: _____

ITS: _____

ACKNOWLEDGEMENTS

STATE OF WASHINGTON)
) SS.
COUNTY OF SNOHOMISH)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____, IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE/SHE/THEY SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE/SHE/THEY WAS/WERE AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF **WEATHERBY I, LLC**, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

(SIGNATURE) _____

(PRINTED)
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

MY APPOINTMENT EXPIRES: _____

DATED: _____

STATE OF WASHINGTON)
) SS.
COUNTY OF SNOHOMISH)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____, IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE/SHE/THEY SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE/SHE/THEY WAS/WERE AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF **COASTAL COMMUNITY BANK**, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

(SIGNATURE) _____

(PRINTED)
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

MY APPOINTMENT EXPIRES: _____

LEGAL DESCRIPTION

TRACT 200, PLAT OF MINERAL POINT PHASE II, AS RECORDED UNDER AUDITOR'S FILE NUMBER 201805225001, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

TITLE REPORT AND SCHEDULE B SPECIAL EXCEPTIONS

A TITLE REPORT PREPARED BY CHICAGO TITLE INSURANCE COMPANY, GUARANTEE/CERTIFICATE NUMBER 500072055, DATED MAY 18, 2018 AT 8:00AM, AND ALL UPDATED THEREOF, WAS RELIED UPON FOR TITLE INFORMATION. ACCORDING TO THIS DOCUMENT, THIS SITE IS SUBJECT TO THE FOLLOWING EXCEPTIONS:

- A. SANITARY SEWER EASEMENT, RECORDED UNDER AUDITOR'S FILE NUMBER (AFN) 9705070446. NOTE: THIS EASEMENT IS NOW WITHIN THE RIGHT OF WAY OF 68TH AVENUE N.W.
- B. EASEMENT FOR INGRESS, EGRESS AND UTILITIES, RECORDED UNDER AFN 200612080323 AND 201612080324. THESE ARE BENEFICIAL EASEMENTS, AND ARE OFF-SITE.
- C. UTILITY EXTENSION, CAPACITY AGREEMENT INCLUDING THE TERMS, COVENANTS AND PROVISIONS THEREOF, RECORDED UNDER AFN'S 200612150273, 200612150274 AND 200612150275.
- D. UTILITY EXTENSION AGREEMENT INCLUDING THE TERMS, COVENANTS AND PROVISIONS THEREOF, RECORDED UNDER AFN 200809100348, BEING A RE-RECORDING OF AFN 200809080115.
- E. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OF RESTRICTIONS, IF ANY INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON SNOHOMISH COUNTY BOUNDARY LINE ADJUSTMENT 08-100436. RECORDED UNDER AFN 201104150377. RECORD OF SURVEY FOR SAID BOUNDARY LINE ADJUSTMENT HAS BEEN RECORDED UNDER AFN 201104155002.
- F. DISTRIBUTION EASEMENT, RECORDED UNDER AFN 201706070457. THIS EASEMENT IS OVER ALL STREETS AND RIGHTS-OF-WAY, AND A STRIP OF LAND ACROSS ALL LOTS, TRACTS AND OPEN SPACES PARALLEL TO AND COINCIDENT WITH THE BOUNDARIES OF PUBLIC STREETS AND ROAD RIGHTS OF WAY. THIS EASEMENT IS WITHIN THAT PORTION SHOWN AS "UE" HEREON.
- G. DRAINAGE EASEMENT, RECORDED UNDER AFN 201709120563. THIS EASEMENT IS NOT SHOWN AS IT WILL BE RELEASED PRIOR TO RECORDING.
- H. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON BOUNDARY LINE ADJUSTMENT, RECORDED UNDER AFN 201709075004.
- I. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, MITIGATION FEES, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON THE PLAT OF MINERAL POINT PHASE I, RECORDED UNDER AFN 201709185007.
- J. COVENANTS, CONDITIONS AND RESTRICTIONS BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT RECORDED UNDER AFN 201709250380. MODIFIED BY AFN 201803150375
- K. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON MINERAL POINT DIVISION II, RECORDING NUMBER 201805225001.

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THE PLAT OF **MINERAL POINT PHASE III** IS BASED ON AN ACTUAL SURVEY AND SUBDIVISION OF SECTION 20, TOWNSHIP 32 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN, AS REQUIRED BY STATE STATUTES; THAT THE DISTANCES, COURSES, AND ANGLES ARE SHOWN THEREON CORRECTLY; AND THAT MONUMENTS HAVE BEEN SET AND LOT CORNERS STAKED CORRECTLY ON THE GROUND AS SHOWN ON THE PLAT, AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF ALL LOCAL AND STATE STATUTES GOVERNING PLATTING AND WITH WAC 332-130-050.



JOANNE M. SWANSON, P.L.S.

CERTIFICATE NUMBER 34671

DATE: _____

APPROVALS

I HEREBY CERTIFY THAT THE PLAT OF MINERAL POINT PHASE III HAS BEEN EXAMINED BY THE CITY OF STANWOOD PLANNING AGENCY AND RECOMMENDATIONS FOR APPROVAL HAVE BEEN TRANSMITTED TO THE CITY COUNCIL.

EXAMINED AND APPROVED THIS _____ DAY OF _____, **2018**.

CITY OF STANWOOD PLANNING DIRECTOR

I HEREBY APPROVE THE SURVEY DATA, LAYOUT OF THE STREETS, ALLEYS AND OTHER RIGHTS-OF-WAY, DESIGN OF BRIDGES, AND UTILITY SYSTEMS INCLUDING STORM DRAINAGE, WATER AND SANITARY SEWER.

EXAMINED AND APPROVED THIS _____ DAY OF _____, **2018**.

CITY OF STANWOOD PUBLIC WORKS DIRECTOR

THE CITY COUNCIL OF THE CITY OF STANWOOD, MEETING IN REGULAR SESSION ON THE _____ DAY OF _____, 2018, DID FIND THAT THE PLAT OF MINERAL POINT PHASE III SERVES THE PUBLIC USE AND INTEREST AND HAS AUTHORIZED THE MAYOR TO EXECUTE WRITTEN APPROVAL.

ATTEST: _____

MAYOR

CITY CLERK DEPUTY

SNOHOMISH COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVED AGAINST THE PROPERTY DESCRIBED HEREIN, ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE,

HAVE BEEN FULLY PAID AND DISCHARGED, INCLUDING _____ TAXES.

TREASURER, SNOHOMISH COUNTY

BY: _____

DEPUTY COUNTY TREASURER

AUDITOR'S CERTIFICATE

FILED FOR RECORD AT THE REQUEST OF ORCA LAND SURVEYING, INC., THIS _____ DAY OF _____, **2018**, AT _____ MINUTES PAST _____ **.M.**, AND RECORDED IN VOLUME ____ OF PLATS, PAGE ____; UNDER A.F. NO. _____, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

AUDITOR, SNOHOMISH COUNTY

DEPUTY COUNTY AUDITOR

PLAT OF
MINERAL POINT PHASE III
IN THE SW 1/4 OF THE NE 1/4 OF SECTION 20, T.32N., R.4E., W.M.
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

SHEET INDEX
SHEET 1 - DEDICATIONS AND APPROVALS, SURVEYORS CERTIFICATE
SHEET 2 - EASEMENTS AND SECTION BREAKDOWN
SHEET 3 - MAP SHEET

ORCA Land Surveying
3605 COLBY AVENUE, EVERETT, WA 98201
425-259-3400 FAX: 425-258-1616



JOB NO. 2018-054
DATE: 7/18/2018
DWG BY: JMS/JLH
F.B. 1611, P. 40
SHEET 1 of 3

WE, THE OWNERS AND CONTRACT PURCHASERS OF THE LANDS HEREIN PLATTED (GRANTOR), AGREE THAT THE OBLIGATIONS OF THE GRANTOR SHALL INURE TO THE BENEFIT OF AND BE BINDING UPON THE HEIRS, SUCCESSORS, AND ASSIGNS. GRANTOR AGREES THAT THIS DOCUMENT TOUCHES AND CONCERNS THE LAND DESCRIBED HEREIN AND SHALL RUN WITH THE LAND.

THE GRANTOR, IN CONSIDERATION OF THE APPROVAL OF THIS SUBDIVISION, HEREBY COVENANTS TO PERFORM REGULAR MAINTENANCE UPON THE DRAINAGE FACILITIES INSTALLED, OR TO BE INSTALLED, UPON GRANTOR'S PROPERTY. REGULAR MAINTENANCE SHALL INCLUDE, AT A MINIMUM, ANNUAL INSPECTION OF THE STORMWATER DRAINAGE SYSTEM. AS APPLICABLE, THE SYSTEM SHALL INCLUDE THE STORMWATER CONVEYANCE SYSTEM PIPES, DITCHES, SWALES, AND CATCH BASINS; STORMWATER FLOW REGULATION SYSTEM DETENTION PONDS, VAULTS, PIPES, FLOW REGULATION AND CONTROL STRUCTURES; INFILTRATION SYSTEMS AND WATER QUALITY CONTROL SYSTEM.

2. IF CITY INSPECTION DETERMINES THAT MAINTENANCE IS NOT BEING PERFORMED, CITY SHALL ENDEAVOR TO PROVIDE THE GRANTOR REASONABLE ADVANCE NOTIFICATION OF THE NEED TO PERFORM THE MAINTENANCE AND A REASONABLE OPPORTUNITY FOR THE GRANTOR TO PERFORM IT. IN THE EVENT THAT THE GRANTOR FAILS TO COMPLETE THE REQUIRED MAINTENANCE WITHIN A REASONABLE TIME PERIOD, CITY SHALL HAVE THE RIGHT TO PERFORM OR CONTRACT WITH OTHERS TO PERFORM IT AT THE SOLE EXPENSE OF THE GRANTOR. IF THE CITY, IN ITS SOLE DISCRETION DETERMINES THAT AN IMMINENT OR PRESENT DANGER EXISTS, REQUIRED MAINTENANCE AND/OR REPAIR MAY BEGIN IMMEDIATELY AT GRANTOR'S EXPENSE WITHOUT PRIOR NOTICE TO THE GRANTOR. IN SUCH EVENT, THE CITY SHALL PROVIDE GRANTOR WITH A WRITTEN STATEMENT AND ACCOUNTING OF ALL WORK PERFORMED AND THE FEES, CHARGES, AND EXPENSES INCURRED IN MAKING SUCH REPAIRS. GRANTOR SHALL AGREE TO REIMBURSE THE CITY OR PAY THE CITY'S VENDORS DIRECTLY FOR ALL REASONABLE FEES, CHARGES AND EXPENSES IDENTIFIED IN THE CITY'S STATEMENT.

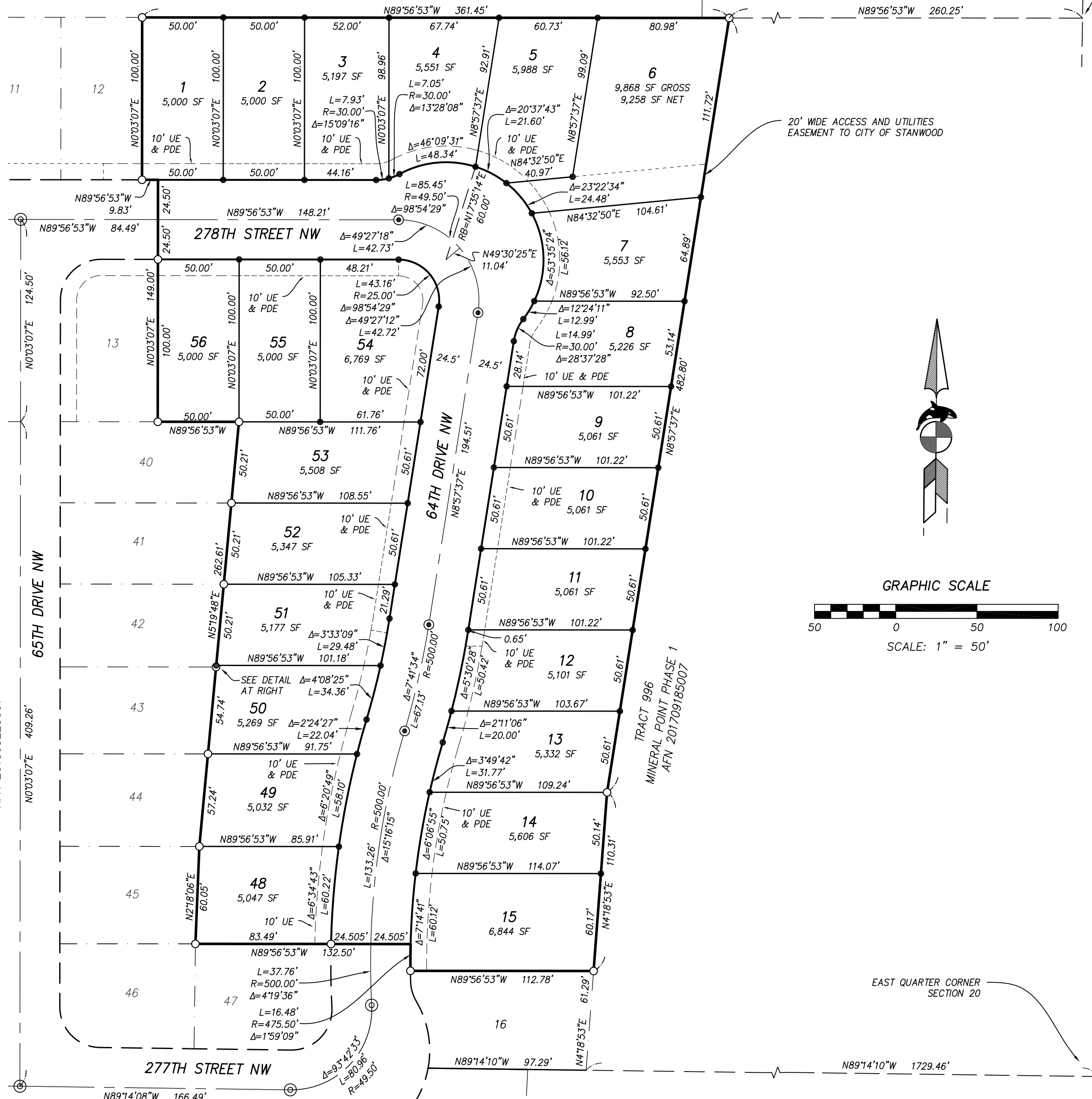
5. GRANTOR COVENANTS THAT ALL OF THE OWNERS, CONTRACT PURCHASERS AND LIEN HOLDERS OF THE PROPERTY DESCRIBED HEREIN HAVE SIGNED THE DEDICATION AND/OR DECLARATION OF THIS SUBDIVISION, THAT THEY HAVE THE RIGHT TO GRANT THIS COVENANT ON THE PROPERTY, AND THAT THE TITLE TO THE PROPERTY IS FREE AND CLEAR OF ANY ENCUMBRANCES WHICH WOULD INTERFERE WITH THE ABILITY TO GRANT THIS COVENANT.

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED ALL UTILITIES SERVING SUBJECT PLAT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON THE EXTERIOR 10 FEET PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS, TRACTS AND COMMON AREAS IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND CONDUITS, CABLES, PIPE, AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, TELEVISION CABLE AND OTHER UTILITY SERVICES TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS AND COMMON AREAS AT ALL TIMES FOR THE PURPOSES HEREIN STATED.

AFN _____

MINERAL POINT PHASE I
AFN 201709185007

MINERAL POINT PHASE II
AFN 201805225001



PARCEL B
SNO.CO. BLA 09-106342
AFN 200910230304
CORRECTED BY AFN 201104290282



AFN _____

NORTHEAST CORNER OF THE SOUTH HALF
SOUTHWEST QUARTER OF THE NORTHEAST
QUARTER, SECTION 20

ADDRESSES AS PROVIDED BY THE CITY OF STANWOOD

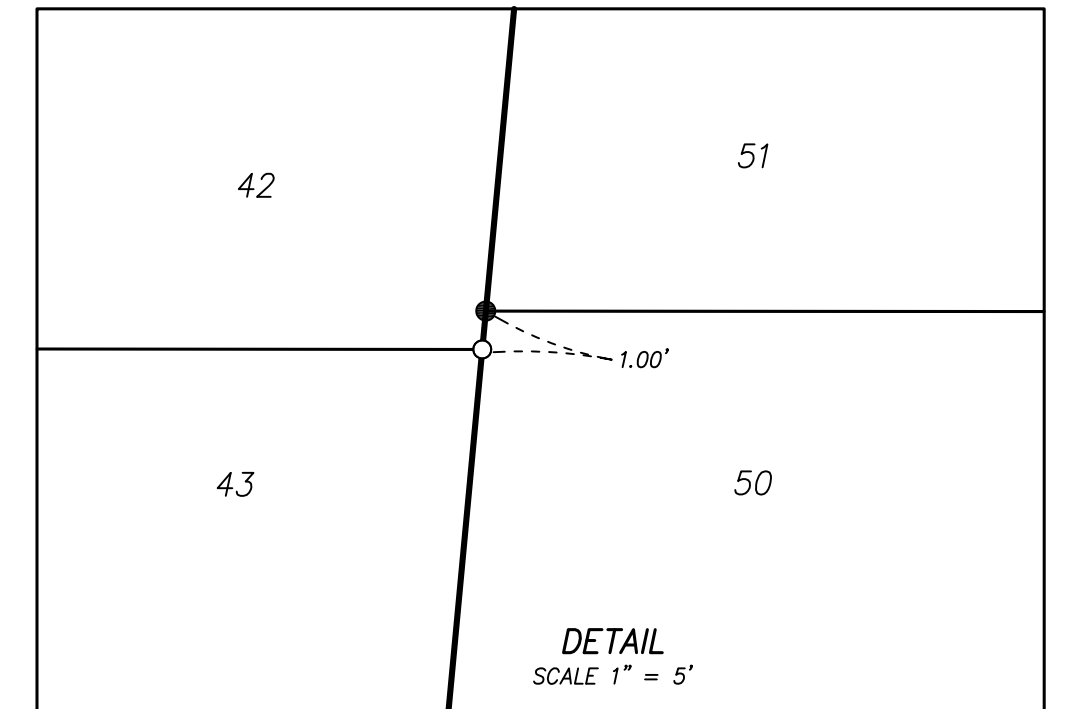
LOT 1	6427 - 278TH STREET NW
LOT 2	6423 - 278TH STREET NW
LOT 3	6419 - 278TH STREET NW
LOT 4	6415 - 278TH STREET NW
LOT 5	6413 - 278TH STREET NW
LOT 6	6329 - 278TH STREET NW
LOT 7	27731 - 64TH DRIVE NW
LOT 8	27729 - 64TH DRIVE NW
LOT 9	27727 - 64TH DRIVE NW
LOT 10	27723 - 64TH DRIVE NW
LOT 11	27719 - 64TH DRIVE NW
LOT 12	27715 - 64TH DRIVE NW
LOT 13	27713 - 64TH DRIVE NW
LOT 14	27711 - 64TH DRIVE NW
LOT 15	27707 - 64TH DRIVE NW
LOT 48	27708 - 64TH DRIVE NW
LOT 49	27712 - 64TH DRIVE NW
LOT 50	27714 - 64TH DRIVE NW
LOT 51	27718 - 64TH DRIVE NW
LOT 52	27722 - 64TH DRIVE NW
LOT 53	27726 - 64TH DRIVE NW
LOT 54	6418 - 278TH STREET NW
LOT 55	6422 - 278TH STREET NW
LOT 56	6426 - 278TH STREET NW



GRAPHIC SCALE



SCALE: 1" = 50'



DETAIL
SCALE 1" = 5'

LEGEND

- ⊙ EXISTING CONCRETE MONUMENT SET FOR MINERAL POINT PHASE I OR PHASE II
- ⦿ SET Cased CONCRETE MONUMENT PER CITY OF STANWOOD STANDARD WITH A 3" BRASS CAP WITH PUNCH MARK AND STAMPED "ORCA 34671"
- SET 1/2"x24" REBAR W/CAP "ORCA 34671"
- REBAR AND CAP SET MINERAL POINT PHASE I OR PHASE II
- UE UTILITY EASEMENT (SEE NOTE ON SHEET 2)
- PDE PRIVATE DRAINAGE EASEMENT (SEE NOTE ON SHEET 2)
- AFN AUDITOR'S FILE NUMBER
- LINE FOR UTILITY EASEMENT
- - - - LINE FOR PRIVATE DRAINAGE EASEMENT AND UTILITY EASEMENT
- ⊕ SECTION QUARTER CORNER

PLAT OF MINERAL POINT PHASE III

IN THE SW 1/4 OF THE NE 1/4 OF SECTION 20, T.32N., R.4E., W.M.
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

ORCA Land Surveying
3605 COLBY AVENUE, EVERETT, WA 98201
425-259-3400 FAX: 425-258-1616

JOB NO. 2018-054
DATE: 7/18/2018
DWG BY: JMS /JLH
F.B. 1611, P. 40
SHEET 3 of 3



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9b

DATE: September 13, 2018

SUBJECT: Water and Sewer Availability Analysis for the Schmitt Plat

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Agreement with RH2 for Consultant Services

ISSUE

The issue in front of council is whether or not to authorize the mayor to enter into an agreement with RH2 Engineering for professional consulting services to perform a water and sewer availability analysis for the Schmitt Plat.

SUMMARY

The city requires that proposed subdivisions apply for sewer and water availability. The agreement with RH2 will allow them to utilize the water and sewer models that they have produced over the years working with the city.

DISCUSSION

RH2 is not currently on the city's on-call roster. In the past, RH2 provided water and sewer modeling for all projects in the city. Staff used a different engineering firm for this task, from our current on-call roster. Staff did not feel that we received as good of a product utilizing this other firm. RH2 has been selected off of the MRSC roster for this project.

FINANCIAL IMPACT

The estimated budget is \$8,100. The Water Operating Fund has over \$8,000 in Professional Services and the Sewer Operating Fund has over \$20,000 in Professional Services. This project will be split evenly between these two accounts.

COMMITTEE RECOMMENDATION

This issue was presented to the Public Works Committee on September 10. This staff report was submitted for council prior to getting a recommendation from the committee.

CITY COUNCIL OPTIONS

1. Authorize the mayor to enter into an agreement with RH2 for a water and sewer availability analysis for the Schmitt Plat.
2. Do not authorize the mayor to enter into an agreement with RH2 for a water and sewer availability analysis for the Schmitt Plat and direct staff to areas of concern.
3. Reject the proposal from RH2 and look for a different consulting firm.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT WITH RH2 ENGINEERING FOR A WATER AND SEWER AVAILABILITY ANALYSIS FOR THE SCHMITT PLAT FOR \$8,100.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD, WASHINGTON
AND RH2 ENGINEERING, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and RH2 Engineering, Inc., a Washington corporation ("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 consultant services regarding **Certificates of Water and Sewer Availability for the Schmitt Plat** 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 **September 13, 2018** and shall terminate at **midnight, December 31, 2018**. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE.** 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)*

_____ 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 Consultant's 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. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. \$1,000,000 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. \$1,000,000 per claim and \$1,000,000 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, excepting Professional Liability, 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.

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 ____:

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 services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed **\$8,100.00 (eight thousand and one hundred dollars no cents)** without the written agreement of the Consultant and the City. 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.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

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 shall be sent to the following address:

CITY

City of Stanwood
Kevin Hushagen, Public Works Director
10220 270th Street NW
Stanwood, WA 98292

CONSULTANT

RH2 Engineering, Inc.
Richard L. Ballard, Director
22722 29th Street SE, Suite 210
Bothell, WA 98201

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 or the Consultant to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the other party.

If this Agreement is terminated in its entirety by the City or the Consultant 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 13th day of September, 2018.

CITY OF STANWOOD

RH2 ENGINEERING, INC.

By _____
Leonard Kelley, Mayor

By _____
Richard L. Ballard, Director

Approved as to form:

Grant Weed, City Attorney