

CITY OF STANWOOD

City Council - Special Workshop Meeting

Thursday, August 11, 2022 – 5:00 p.m.

Stanwood-Camano School District Admin. Bldg. Board Room

26920 Pioneer Highway, Stanwood

and via Zoom Online & Telephone

MINUTES

Call to Order

Mayor Sid Roberts called the meeting to order at 5:00 p.m.

Attendance

Councilmembers present: Dani Gaumond, Steve Shepro, Darren Robb, Andreena Bergman, Tim Schmitt. Marcus Metz entered the meeting at 6:10 p.m.

Councilmembers Absent: Tim Pearce

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Finance Manager Wendy Dowhower and City Clerk Lisa Sokolik.

1. Capital Improvement Plan (CIP) 2023-2028 Update

Finance Director David Hammond said the goal for this workshop is to start the process to update the 2022-2027 CIP for the 2023-2028 period. The CIP is a living document, i.e., when projects are completed, they are removed and new projects are added, the further along projects get, cost estimates become more accurate. The CIP list for review today should be viewed as a wish list, as council directs staff regarding which projects to include and when, they will be able to refine the list and develop financing scenarios.

a. Capital Improvement Plan Timing

Hammond went over the CIP calendar (attached to these minutes).

b. ClearGov Project Pages Overview/Timing

Hammond said staff is learning the ClearGov software. He handed out an example of a project page. There is an option for Council to have access to the program to review projects and make comments. Staff are working out the details on how to manage this feature while ensuring the City is in compliance with the Open Public Meeting Act. This option can also be made available to citizens to get their participation and feedback.

c. Project Overviews (Focus on Changes from 2022-27)

Finance Director David Hammond said to be eligible to apply for certain grants, a project must be on the City's CIP. Also, some of the projects will be paid for by developers, but for the developer to get credit on their permitting fees, the project must be on the CIP.

Community Development Director Patricia Love gave a summary of the Parks projects, what has been accomplished and what the next steps are for the next few years.

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In continuing with the Council's priorities of building out the existing parks, Love presented a list of Heritage Park projects totaling over \$800,000. The plan is to add \$400,000 per year to the budget, Council will need to make decisions on priorities of what projects to complete, the Parks and Trails Advisory Committee will make recommendations.

Love discussed the City Beautification Plan and the Twin City Mile projects under the Street project category. The plan for the 2023-2024 budget is to start the design work on the east and the west ends of Main Street and to start construction on a project, e.g., 92nd Ave since it matches up with Viking Way and it would be a nice showcase piece for how the City plans to integrate the brick design along the corridor.

Love met with the consultant today to discuss options for the City Hall and Police Station remodel. It is the intention to have a more accessible public restroom added to the Police Station remodel.

Council discussion:

- Splash Park: topic was raised by one councilmember, discussion ensued, staff does not recommend, very expensive, uses a lot of water or requires a lot of maintenance for recycled water.
- Ovenell Park: one councilmember asked whether Ovenell could be open for more discussion as residents may have an expectation the property will be accessible soon; discussion ensued and consensus was to defer development beyond this biennium.
- Uptown Park: requested the CIP include funding for acquisition.
- Neighborhood pocket parks: requested a discussion of offering an in-lieu fee for developers who are currently required to put in neighborhood parks since those private parks are not being well utilized.
- Civic Campus: keep the civic campus on the table as an option, but take the location by the high school off the table. Love said there is a lot to consider before just taking it off the table. Staff will continue to bring alternatives in future drafts.

Public Works Director Kevin Hushagen discussed utility projects listed on the CIP. Some projects will be funded by borrowing, receiving grants, or developer funding.

d. ARPA Project Designations

Finance Director David Hammond asked Council to review the list of projects on the ARPA list to decide which projects they want to designate as made possible by the ARPA.

Adjourn

Mayor Roberts Adjourned the meeting at 6:38 pm.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Lisa Sokolik, City Clerk

**CITY OF STANWOOD
TENTATIVE BUDGET CALENDAR
FOR PREPARATION OF 2023-24 BUDGET**

<u>BUDGET EVENT</u>	<u>DATE</u>
Special Council Workshop to discuss Priorities	May 12
Dept. Heads and City Administrator meet to discuss policy issues & discuss Priorities/Initiatives	May
Second Dept. Heads meeting with City Administrator And Mayor discuss Priorities/Initiatives	June
Finance Dept. Preliminary Revenue Analysis and YTD Reports, budget kickoff with Dept Heads	July
Council Budget Workshop—CIP	August 11
Dept. one-on-one meetings with Finance Director and City Administrator with budget requests • All funds not otherwise covered (David, Wendy) • Streets & Parks (Kevin) • Water/Sewer/Storm (Kevin/Leigh) • Community Development (Patricia) • Police (Jason)	September
Public Works Committee Review Draft CIP	September 12
Council Budget Workshop—Operating Budgets	September 22
Budget requests consolidated into preliminary budget book For final review	October
Dept. budget review with Mayor, City Administrator and Finance Director	October
Council Budget Workshop [Capital Projects focus]	October 13
Salary & Benefit Resolution to City Council	October 27
Property tax public hearing and ordinance 1 st reading	November 10
Budget 1 st public hearing 1 st reading of budget ordinance	November 10
Capital Improvement Plan, Public Hearing, 1 st Reading	November 10
Property tax ordinance second reading & adoption	November 21
Capital Improvement Plan, 2 nd Reading & adoption	November 21
2nd reading and adoption of the 2023-24 Biennial Budget	November 21

Note: Council must adopt a budget by no later than December 31, 2022.