

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, September 8, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, September 8, 2022 – 7:00 p.m.

Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person at the address above, or Via Zoom.
Instructions to join the meeting by telephone or online are posted on the
City Website <https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION**
- 5. PUBLIC COMMENTS**
Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link:
<https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>;
verbal comments may be provided in-person, or online via Zoom, call 360-454-5213 for assistance.
“In order to ensure compliance with RCW 42.17A.555, the city respectfully requests that public comments refrain from discussion of ballot measures or political campaigns.”
- 6. STAFF / DEPARTMENT REPORTS**
 - a. Police Compstat Report – July **6.1**
 - b. Comprehensive Plan Municipal Code Update **6.21**
- 7. COUNCIL COMMITTEE REPORTS**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – August 11, 2022 **8.7**
 - c. Approve City Council Special Workshop Minutes – August 11, 2022 **8.13**
 - d. Utility Account Water Leak Adjustment **8.17**
- 9. UNFINISHED BUSINESS:**
Adopt Resolution 2022-15 – Purple Heart City **9.1**
- 10. PUBLIC HEARING:** None
- 11. NEW BUSINESS**
 - a. Authorize Final Acceptance of the 2022 Asphalt Repair Project Completed by Transblue **11.1**
 - b. Authorize Final Acceptance of the Main Lift Station and Forcemain Project Completed by Interwest Construction, Inc. **11.5**
 - c. Authorize Final Acceptance of the 2022 Street Overlay and ADA Project Completed by Central Paving **11.9**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor’s Report
 - b. City Administrator’s Report
 - c. Councilmember Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION:** None Scheduled at this time
- 15. ADJOURN**

Upcoming Meetings:

September 22, 2022, Special Workshop 5:00pm
September 22, 2022, Regular Meeting 7:00pm
October 13, 2022, Regular Meeting 7:00pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: **6a**

DATE: September 11, 2022

SUBJECT: Police Compstat Reports

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – July 2022 Compstat Report

SUMMARY STATEMENT

Attached is the July 2022 Compstat Report for council review.

NOTE: The School Resource Officer report will not be included while school is out for the summer.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 7,425.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	83.5%
School Resource Officer	1	0	100%
Detective	1	0	100%

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2022	2021	2020	2019	Year to Date
Public Records Requests	31	39	39	36	235
Concealed Pistol License Issued	49	71	20	28	283
Pistol Transfer Checks	23	27	50	38	317
Fingerprinting & Approximate Time	25 2.25 hrs	12 3.0 hrs	0 0 hrs	26 6.5 hrs	187 46.75 hrs

Stanwood Police Department

Detective Report



Stanwood Police Cases 2022-2450 Vehicle Prowl and 2022-2672 Burglary



On 05-05-2022 Deputy Kelly responded to a vehicle prowling complaint in the 27000 block of 81 DR NW, Stanwood. The victim reported various tools stolen from his truck.

While investigating a package theft complaint on 05-07-2022, Deputy Klassen located the suspect's vehicle in the 7600 block of 274 ST NW, Stanwood. Deputy Klassen saw the victim's packages inside the car and discovered the car was stolen. The driver of the car fled the area on foot but was later located hiding in a nearby garage.

Deputy Klassen obtained a search warrant to search the car and the residence. While searching the car, Deputy Klassen located a Dewalt tool in the trunk. The tool had the vehicle prowling victim's initial on it.

The search warrant authorized the collection of stored video from the surveillance system at the residence. Review of the video showed the subject identified during the mail theft incident unloading tools from the car during the early morning hours of 05-05-2021 and returning them to the car the evening of 05-06-2022.

After reviewing the video, the vehicle prowling victim identified a set of tools boxes and battery charger as items stolen from his truck.

On 05-14-2022 a citizen reported a burglary in the 27000 block of 81 DR NW, Stanwood. A chainsaw, hedge trimmers and a backpack blower were stolen from the victim's garage on an unknown date.

The victim reviewed the video from the suspect's residence and identified his stolen items while they were being moved from the car to the house.

Detective Martin is referring the charge of Possession of Stolen Property to the Prosecutor's Office.



The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggens, it counts here once.

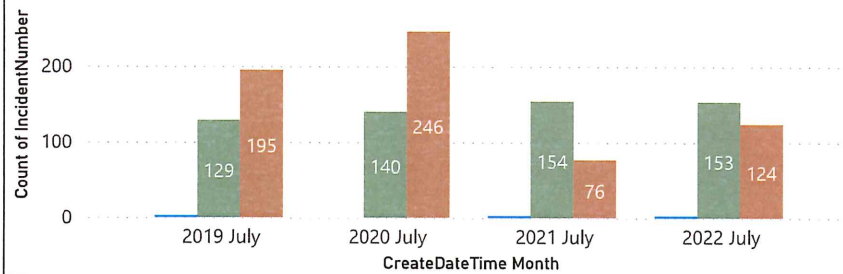


TOTAL INCIDENTS

Previous Month Over Time

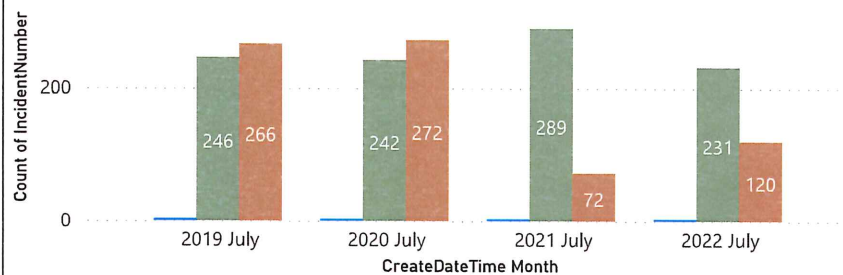
Stanwood West, Incidents by Origination

Call Origination ● (Blank) ● 911 call ● Officer-Initiated

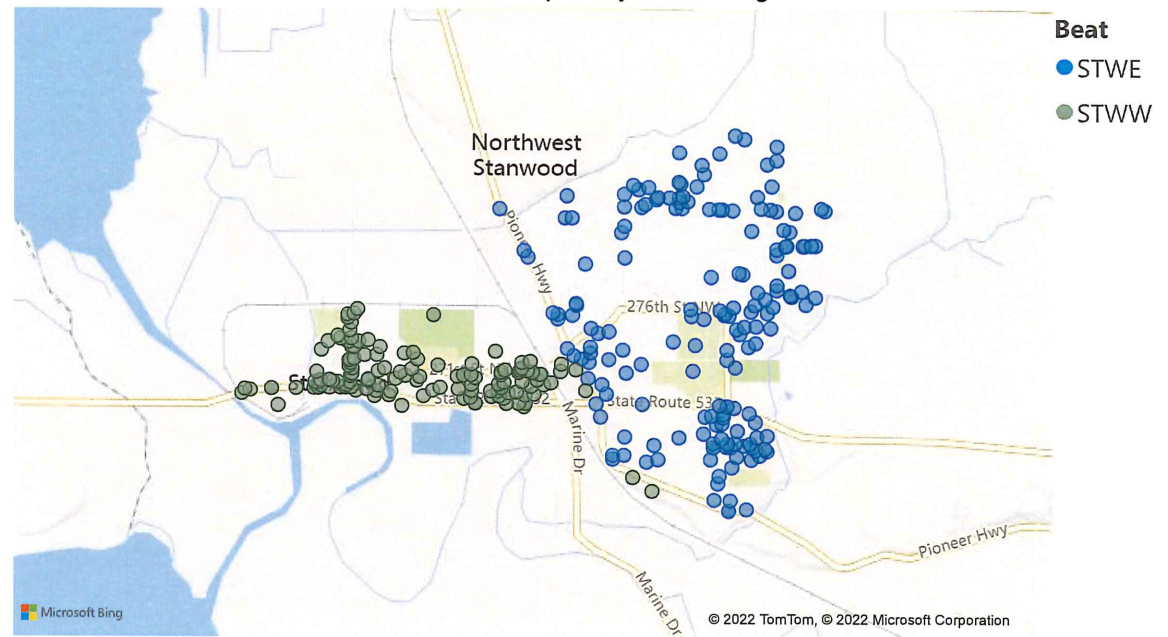


Stanwood East, Incidents by Origination

Call Origination ● (Blank) ● 911 call ● Officer-Initiated



All incidents Past 1 Month - excludes victim privacy concerning incidents



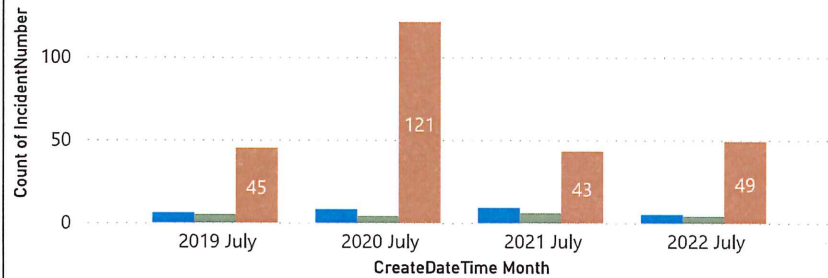


Collision, DUI, and Traffic INCIDENTS

Previous Month Over Time

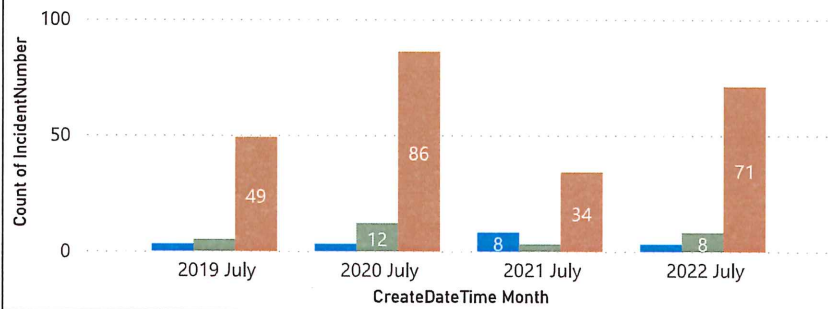
Stanwood West

IncidentType ● Collision ● DUI ● Traffic



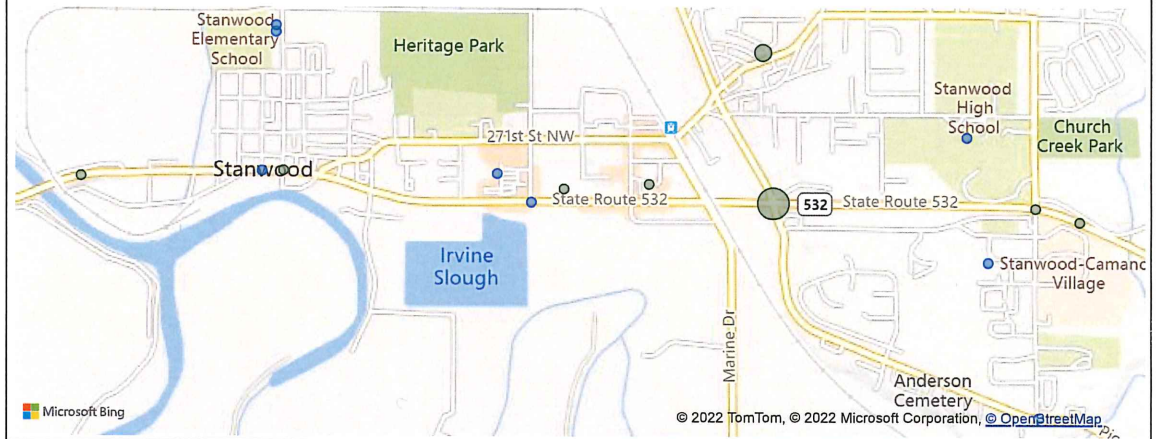
Stanwood East

IncidentType ● Collision ● DUI ● Traffic



Previous Month, Current Year

IncidentType ● Collision ● DUI



Traffic - Previous Month, Current Year

Call Origination ● 911 call ● Officer-Initiated





Tickets - To End of Previous Month, Current Year

Data begins in 2021, due to lack of tickets issued in 2020 (due to covid lockdowns).

of Tickets

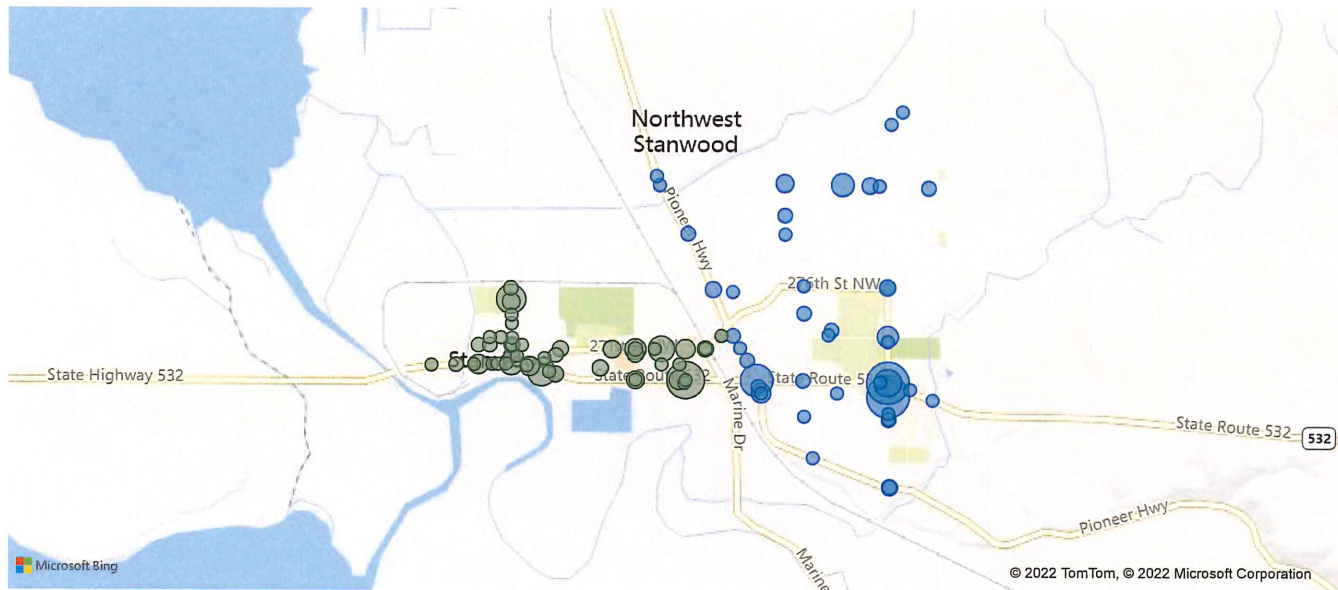
208

of Citations

291

of Citations

Beat ● STWE ● STWW



Total Tickets

Month	2021	2022
January	19	6
February	10	8
March	28	8
April	34	3
May	15	9
June	43	23
July	7	22
August	9	15
September	7	
October	13	
November	9	
December	3	

How Many Tickets Had More than One Citation?

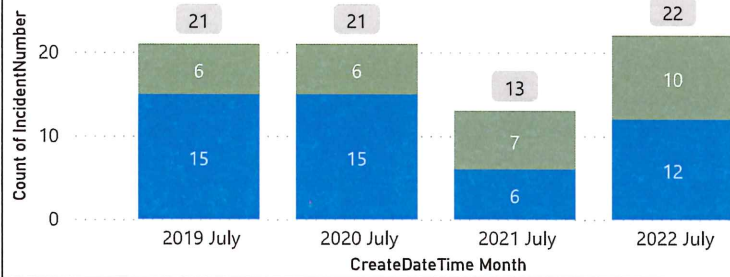
62



Alarms

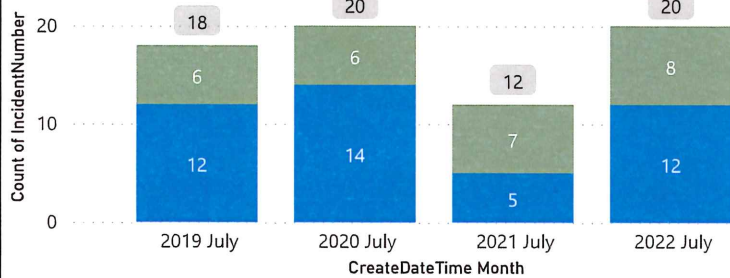
Alarms

Beat ● STWE ● STWW



Alarms that were False Alarms

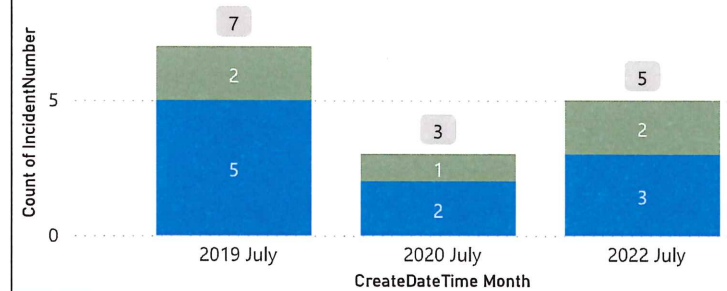
Beat ● STWE ● STWW



Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW



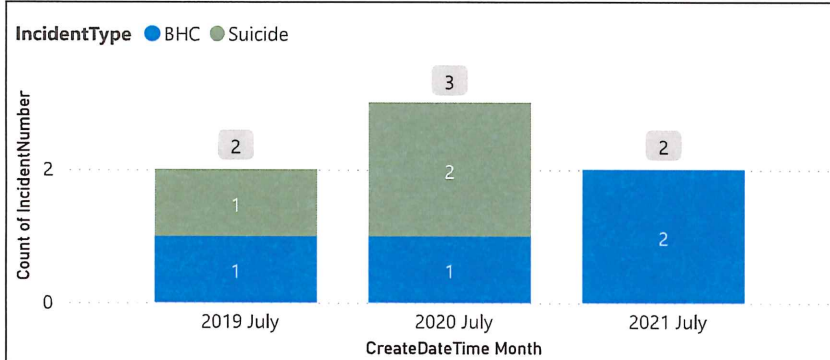
Abandon Vehicles Past Calendar Month, ThisYear

Beat ● STWE ● STWW

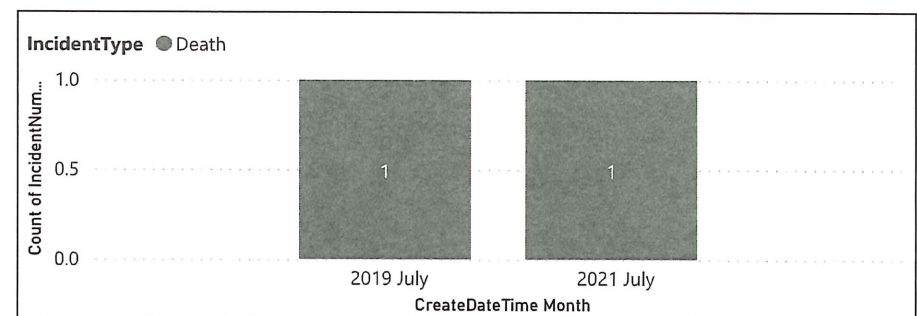
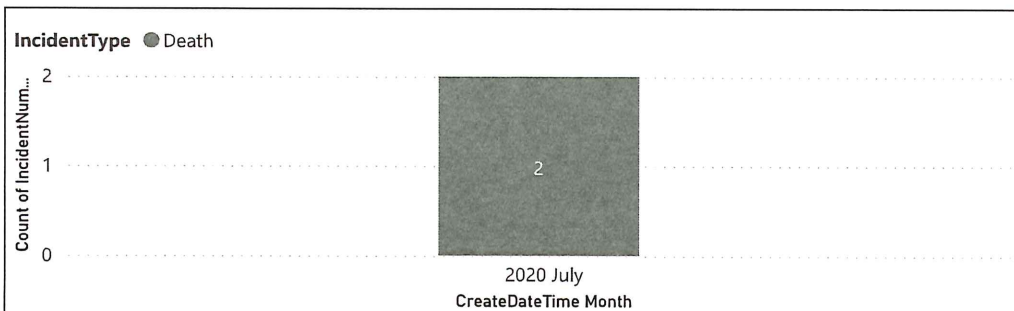
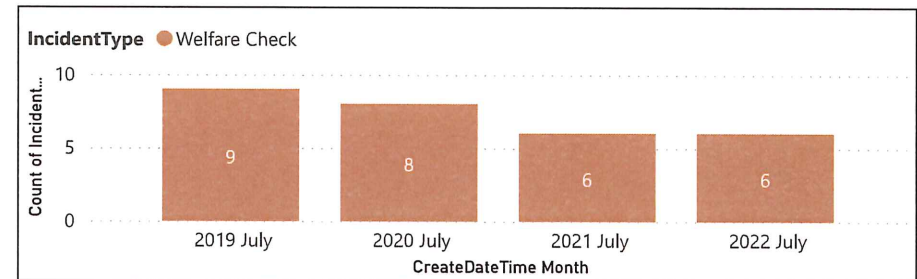
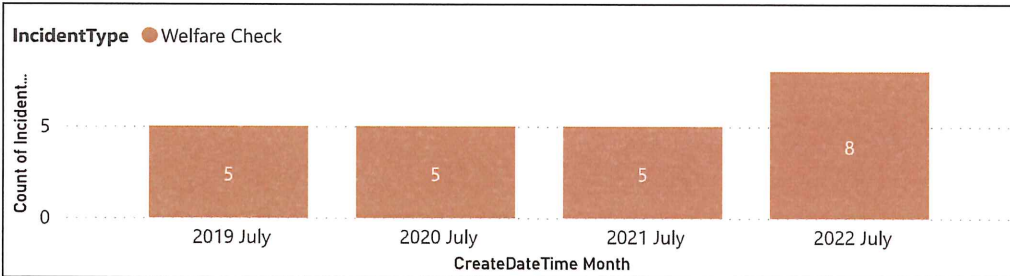
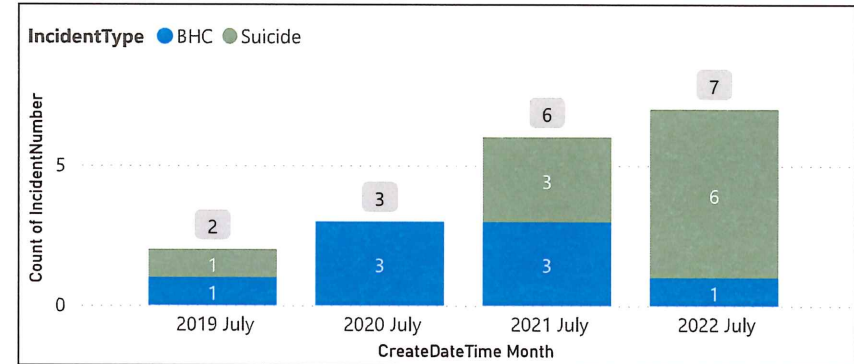




Stanwood West



Stanwood East



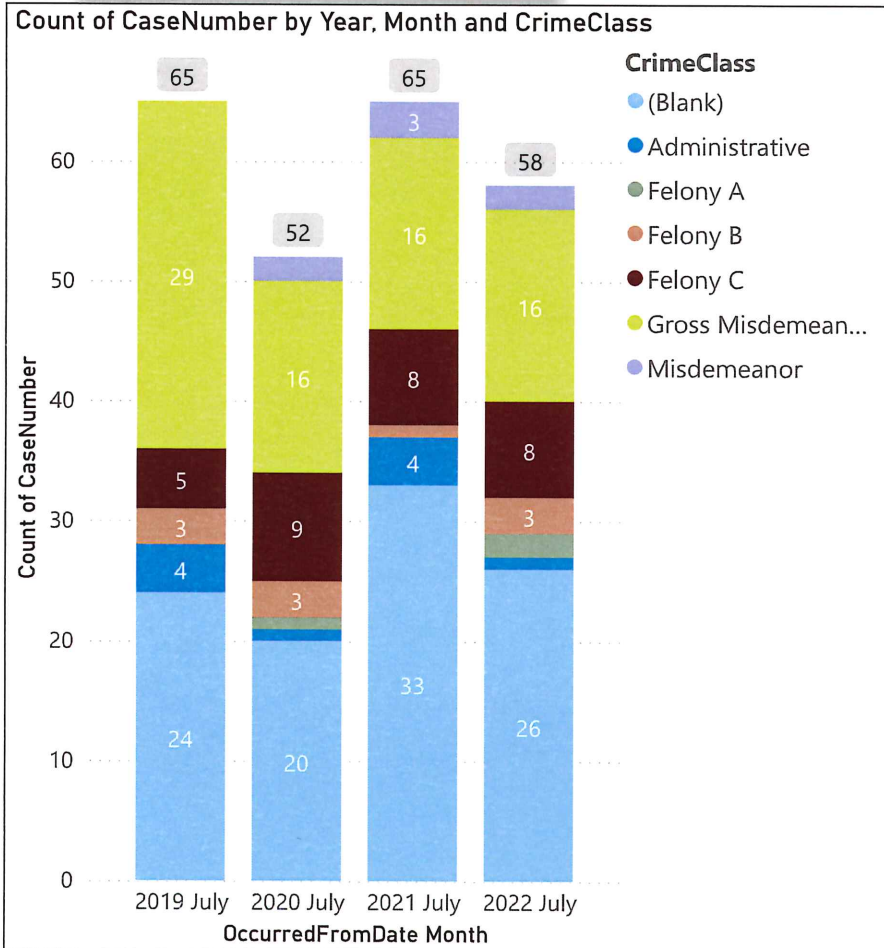


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

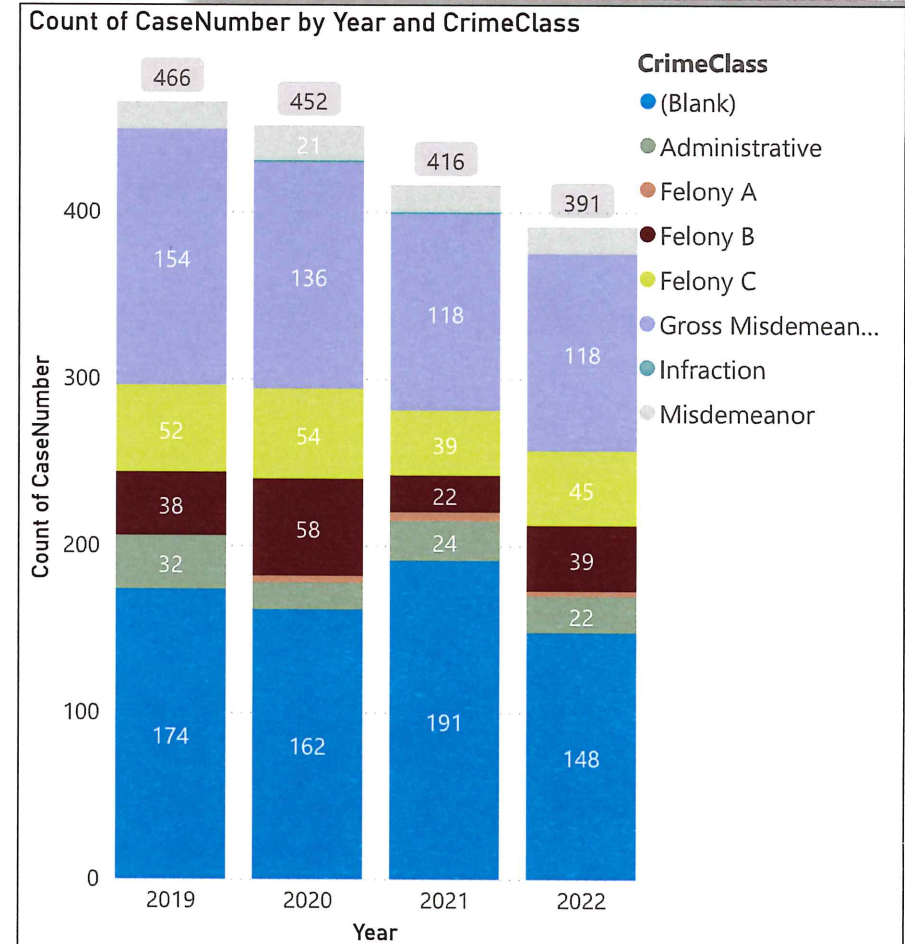
TOTAL CASES

IN THE STW BEAT

Previous Month Over Time



To Date by Year

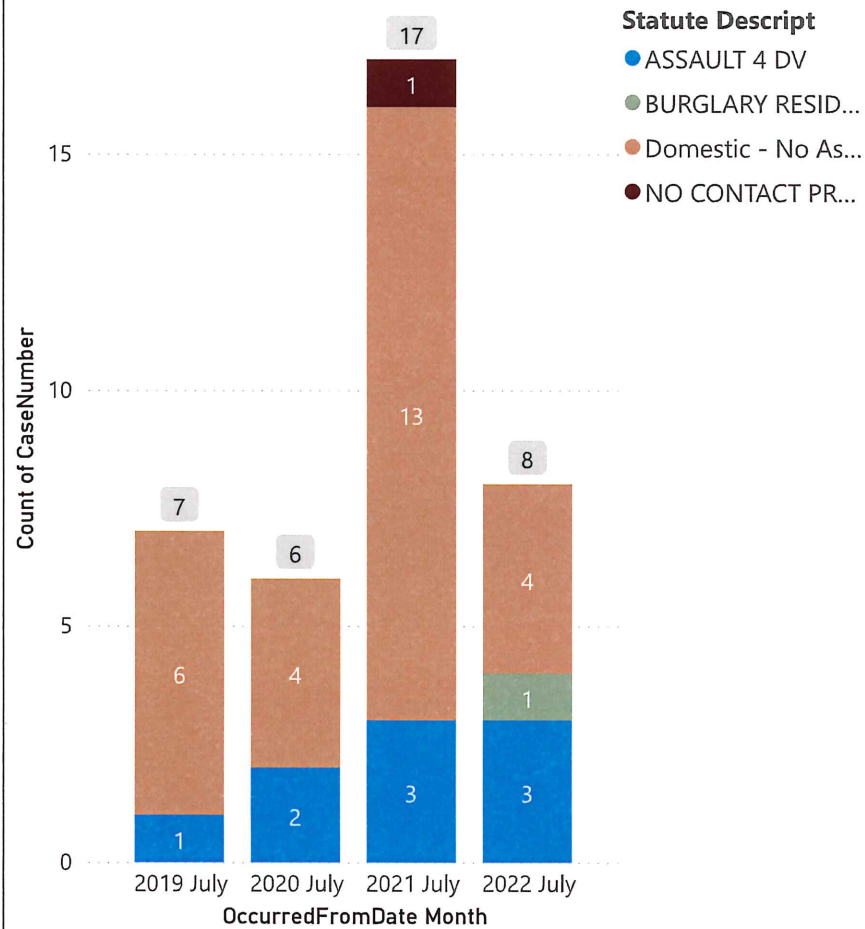


Domestic Related CASES

IN THE STW BEAT

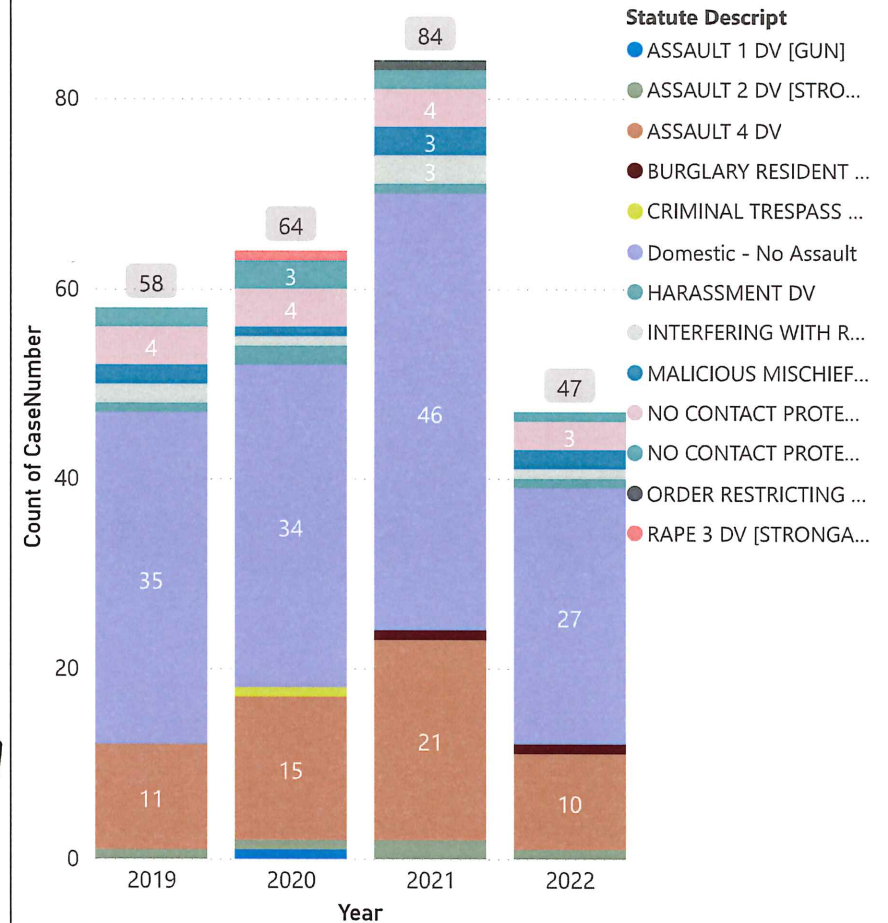
Previous Month Over Time

Count of CaseNumber by Year, Month and Statute Descript



To Date By Year

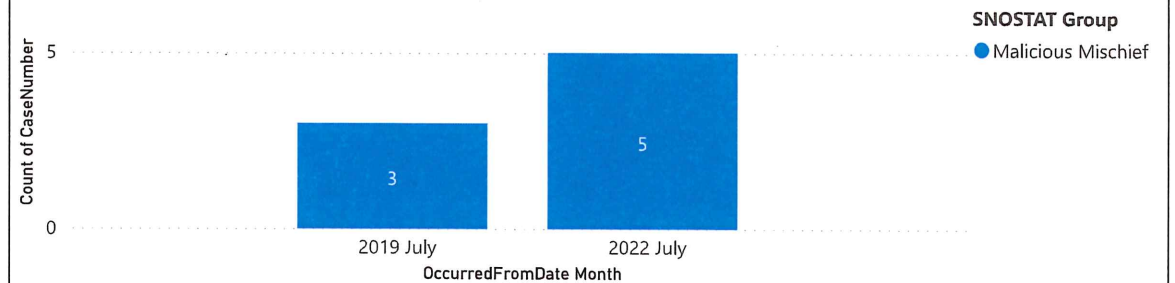
Count of CaseNumber by Year and Statute Descript



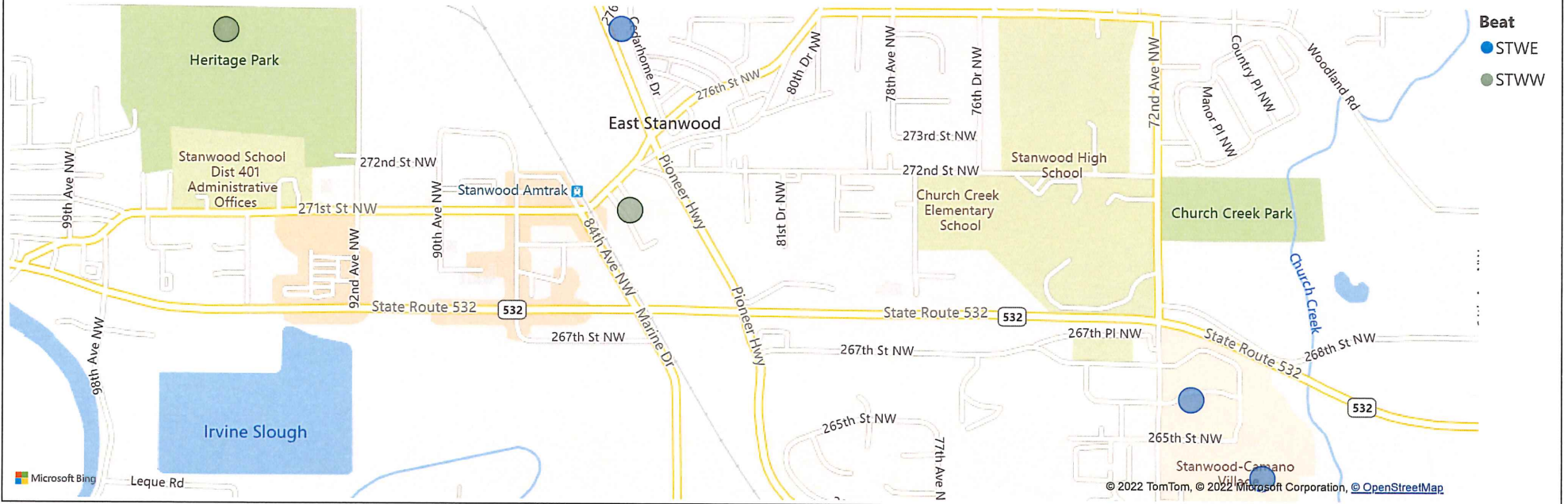


Malicious Mischief CASES

Count of CaseNumber by Year, Month and SNOSTAT Group



Cases in the past Calendar month, Current Year





Auto Theft CASES

Count of CaseNumber by Year, Month and Statute Descript

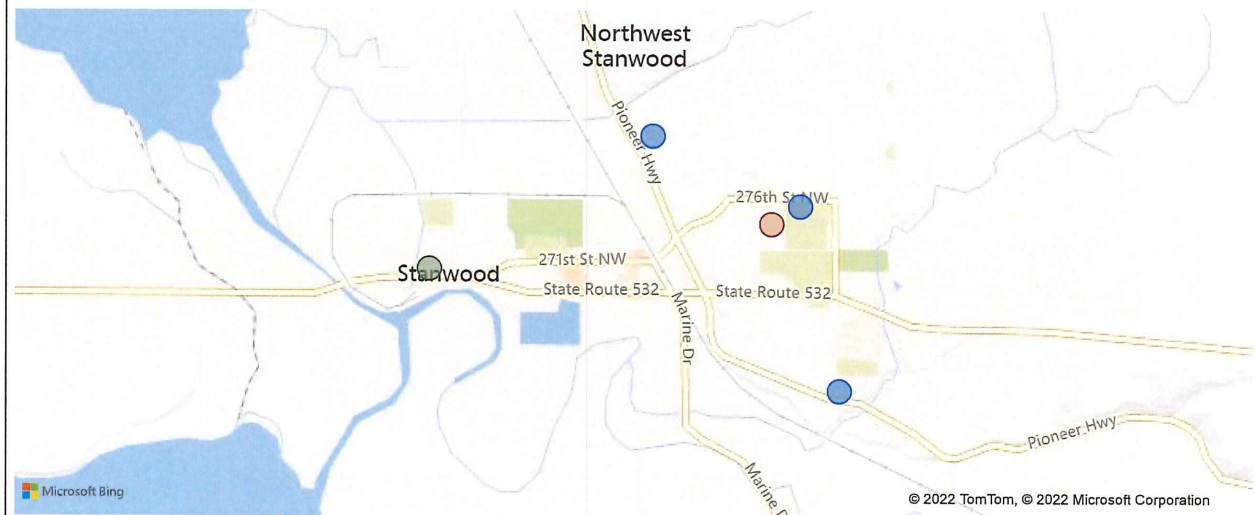


Jan 1 - Present, each year

Year	POSSESSION OF STOLEN VEHICLE	THEFT OF A MOTOR VEHICLE [MV THEFT ALL OTHER]
2019	2	1
2020	1	0
2022	1	0

Count of CaseNumber by Year, Lat and Lon

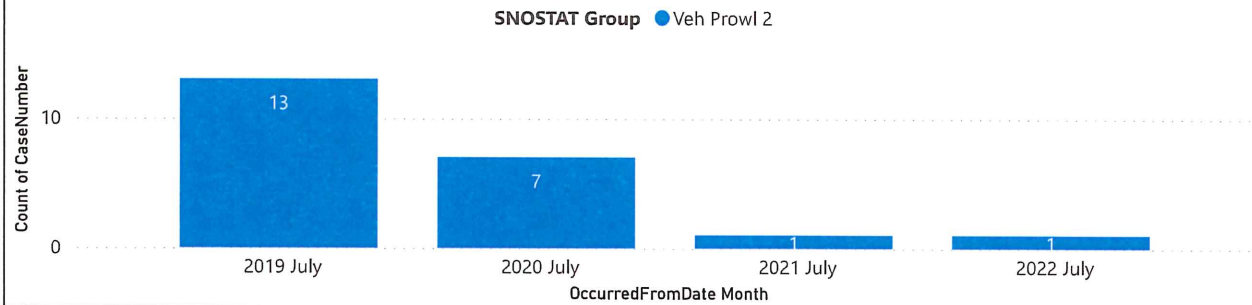
Year ● 2019 ● 2020 ● 2022





Vehicle Prowl CASES

Count of CaseNumber by Year, Month and SNOSTAT Group

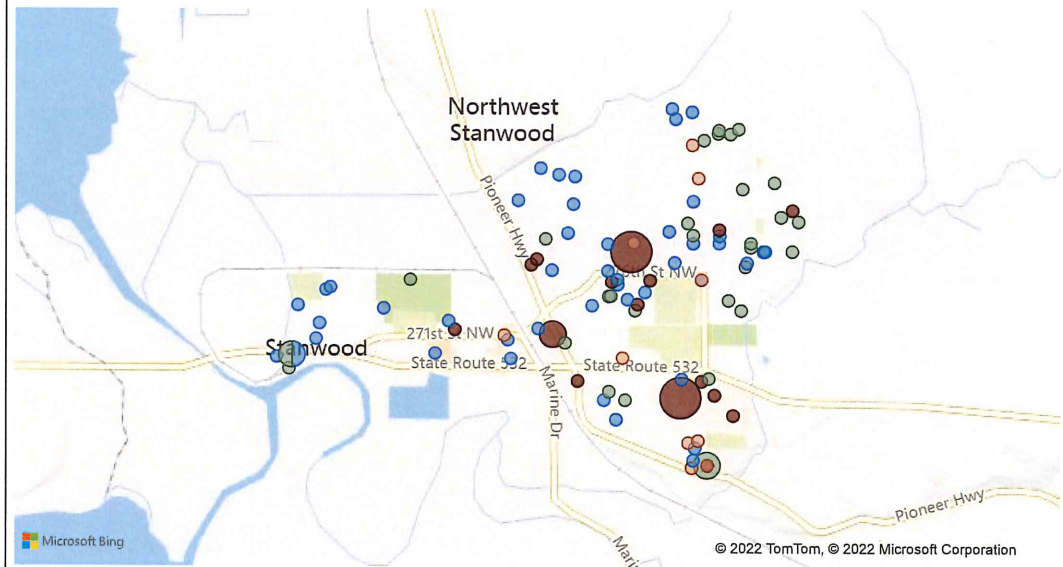


Jan 1 - Current Date, Current Year

Year	Veh Prowl 1	Veh Prowl 2
2019	3	42
2020	1	29
2021		10
2022	3	19

Count of CaseNumber by Year, Lat and Lon

Year ● 2019 ● 2020 ● 2021 ● 2022





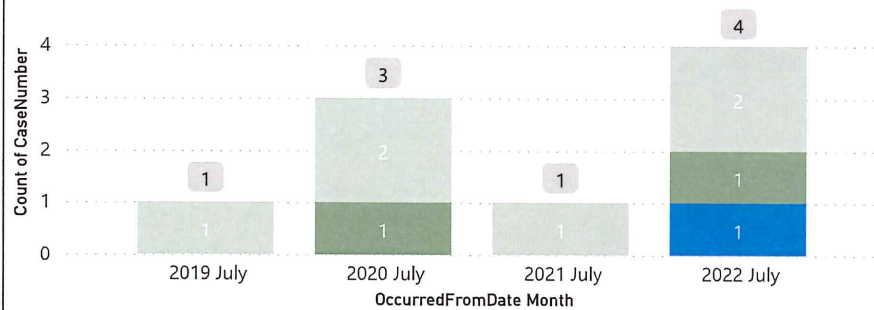
Theft CASES

Jan 1 - Current Date

Year	STWE	STWW
2019	31	22
2020	25	22
2021	19	20
2022	28	26

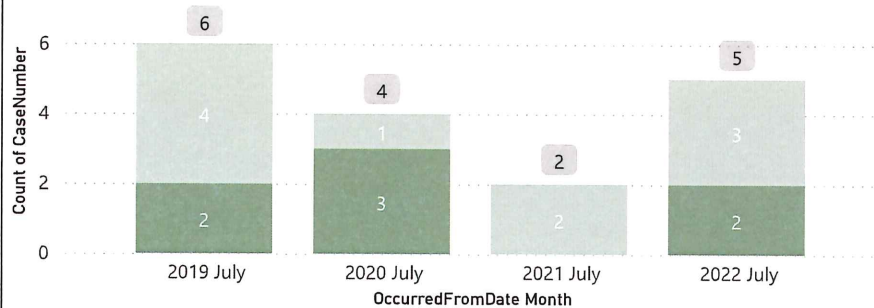
Stanwood West

SNOSTAT Group ● Theft 1 ● Theft 2 ● Theft 3



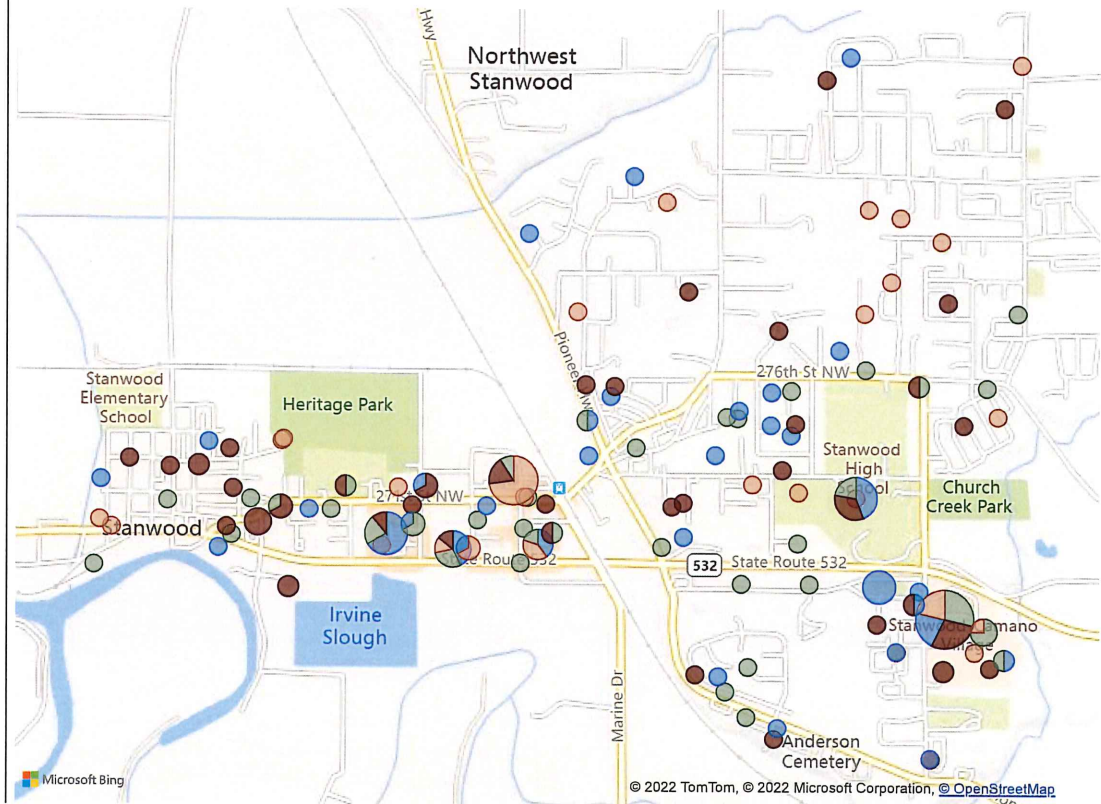
Stanwood East

SNOSTAT Group ● Theft 2 ● Theft 3



Count of CaseNumber by Year, Lat and Lon

Year ● 2019 ● 2020 ● 2021 ● 2022



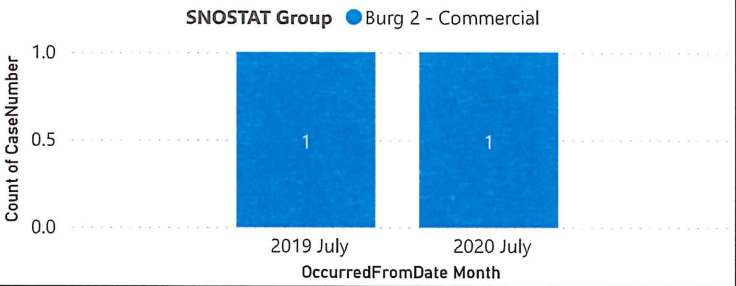


Burglary CASES

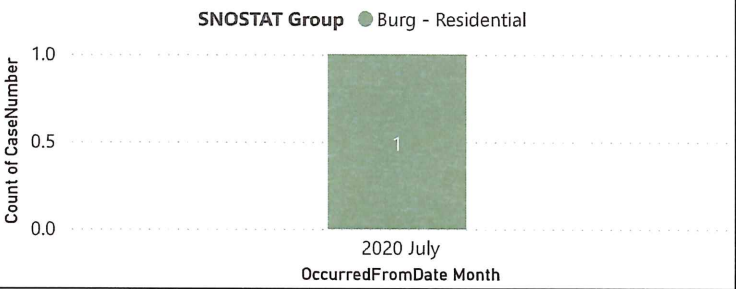
Jan 1 - Current Date

Year	STWE	STWW
2019	8	3
2020	7	6
2021	3	5
2022	8	5

Stanwood West

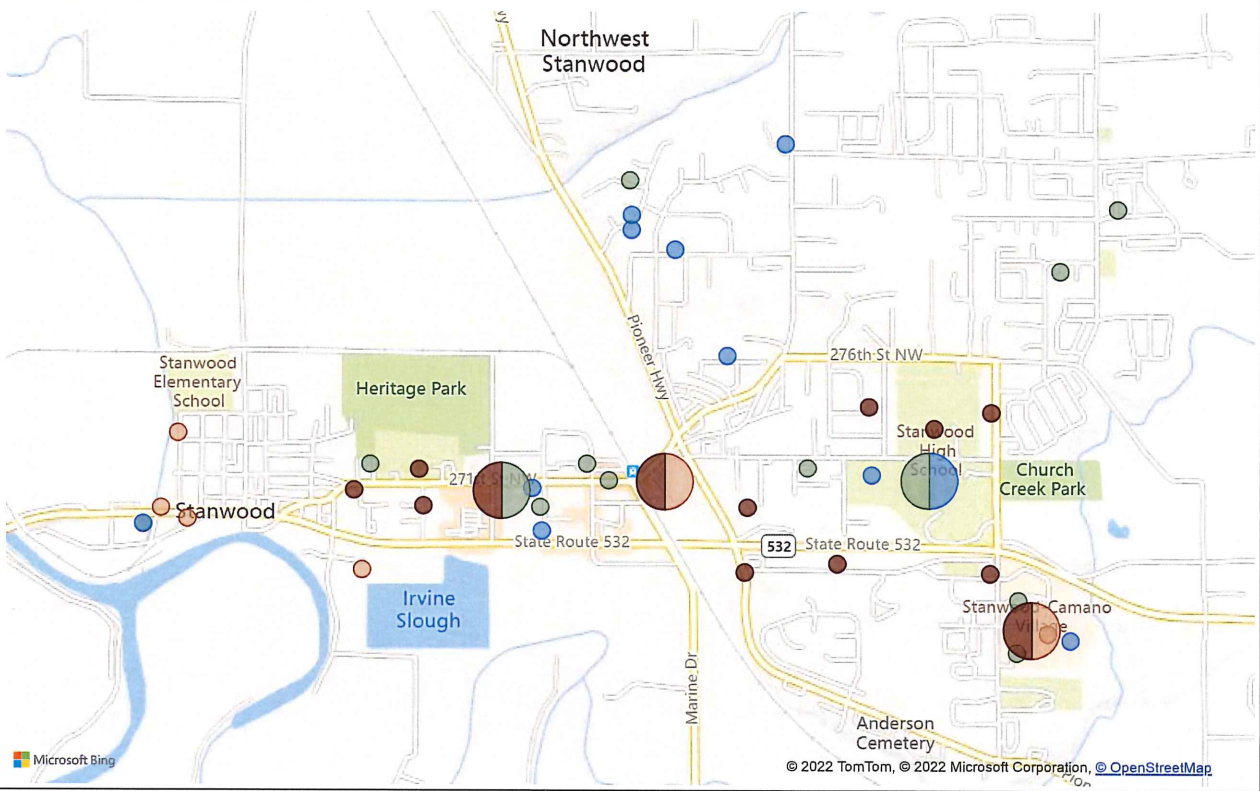


Stanwood East



Count of CaseNumber by Year, Lat and Lon

Year ● 2019 ● 2020 ● 2021 ● 2022





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: September 8, 2022

SUBJECT: City Council Update Report of the
2024 Comprehensive Plan Municipal Code

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Comprehensive Plan Municipal Code Update

SUMMARY STATEMENT

An update of the Comprehensive Plan Municipal Code is attached to this staff report.
Update includes:

- Comprehensive Plan Update
- Stanwood Municipal Code Update
- Public Outreach Events Summary Notes
- Planning Commission & Community Development Committee Visioning Comments
- Municipal Code Update – Chapter Update Notes



CITY OF STANWOOD
2024 COMPREHENSIVE PLAN &
MUNICIPAL CODE UPDATE PROJECT

CITY COUNCIL
UPDATE REPORT

MEETING DATE: September 8, 2022

SUBJECT: 2024 Comprehensive Plan and Municipal Code Update

CONTACT PERSON: Patricia Love, Community Development Director

BACKGROUND

The Growth Management Act requires each city and county to review and update their Comprehensive Plans at least once every ten years. The legislature set a staggered schedule for cities and counties throughout the state to update their plans. Jurisdictions within King, Pierce, Kitsap and Snohomish County are required to update their plans by December 31, 2024. In addition, state laws require that the supporting development regulations be consistent with the Comprehensive Plan.

The City initiated the update to both the Comprehensive Plan and Municipal Code earlier this year. Blueline Group Consulting was hired to update the Comprehensive Plan and BHC was hired for the Municipal Code Update project. An Advisory Group was established to represent the community voice in the update process and provide early policy guidance that reflect the community's core values and goals.

COMPREHENSIVE PLAN UPDATE

The contract with Blueline Group Consulting was approved by the City Council in March of this year. Since the approval of the contract, the following work has been completed:

- The Vision, Mission and Core Values statement has been adopted.
- A joint Comprehensive Plan and Stanwood Municipal Code Advisory Group has been established; their first meeting was held in July.
- Project and land use visioning sessions were held with the Council Community Development Committee and Planning Commission.
- A Comprehensive Plan style guide was developed.
- Traffic counts for the transportation plan element have been completed.
- An on-line public survey was prepared and pushed out through social media.
- Staff hosted a booth at the farmers market this summer (June – August). Four hosted booths have been held to date covering the following topics: Housing, Transportation / Capital Improvements, City Beautification / Twin City Mile, and Parks. One additional

booth event is planned for October seeking public comments on WSDOT's findings on the SR 532 study.

- The first draft of the Comprehensive Plan land use alternatives and economic analysis has been drafted. Meetings with the Planning Commission, Community Development Committee, and Advisory Group are scheduled for September to review the findings.

STANWOOD MUNICIPAL CODE UPDATE

In parallel with the Comprehensive Plan update, the Stanwood Municipal Code is being updated as well. The Council approved the contract with BHC in May and the following work has been performed since then.

- A joint Comprehensive Plan and Stanwood Municipal Code Advisory Group has been established; their first meeting was held in July.
- Project introduction and proposed code amendment discussions were held with the Community Development Committee and Planning Commission.
- The consultant held staff interviews to identify needed code amendments and then went on a city tour so that the issues identified in the interviews could be seen/visualized in physical context of the community.
- A code update style guide was prepared to ensure consistency throughout the update process and between code titles.
- Staff prepared suggested edit memos for Titles 1-3: General Provisions, Administration and Personnel, and Revenue and Finance.
- A draft amendment memo for Chapters 1 (General Provisions) and 2 (Administration and Personnel) has been prepared by the consultant and will be shared with the Community Development Committee, Planning Commission and Advisory Group in September.

Public Outreach Events Summary Notes

Comprehensive Plan Public Survey – May 2022

The City initiated a public survey requesting input on the upcoming Comprehensive Plan Amendment and Municipal Code Update project. People were asked the following five general questions regarding their vision of the city:

- What is your vision of the City of Stanwood in the year 2044?
- What community improvements or opportunities do you think Stanwood should pursue over the next 20 years?
- What changes would you propose to the Comprehensive Plan?
- What changes would you propose to the Municipal Code?
- Do you have any other ideas you'd like to share with the City?

The survey was pushed out via social media: Facebook and twitter. It was also emailed to our party of record list and to the stakeholder list identified in the Comprehensive Plan Public Participation Plan. The survey remains open until the end of June.

Attachment A contains the comments the City has received to date and below is a summary of the general comments sorted into themes that emerged from the survey so far. The sort below is not listed in any particular order or priority and conflicting points of view have been included.

Protect Farmlands:

- Protect existing farmlands and family farms
- Encourage Agri-Tourism
- Keep rural identity
- Create a cottage food program

Improve Transportation:

- Fix SR 532
- Widen SR 532
- Improve transportation systems for both pedestrians and cars
- Improve paths, trails, and sidewalks

Growth Management:

- Limit growth in downtown
- Build more housing for low income and seniors
- Reduce urban sprawl
- Allow more high density multifamily and limit new single-family development
- Build up; not out
- There are too many look alike neighborhoods
- Support new mixed use and multifamily housing near Hagen's

Small Town Character:

- Family friendly
- Business friendly
- No "Big Box" stores
- More local businesses
- More arts and craft festivals
- Revitalize downtown
- Plant more trees
- Need better landscaping
- More amenities like concerts or amphitheaters

Parks:

- Improve parks
- Save green spaces and add buffers
- Need a park in the uptown area
- Maintain outdoor lifestyle
- Create a town center park
- Need a better skateboard park

Public Safety:

- Want more police coverage
- Reduce crime in Stanwood

- Build multifamily housing near I-5

City Infrastructure:

- Need a better library
- Fund a better police station
- Decide on where to place city hall and the police station
- Support school programs and education

Affordability:

- Need more affordable and accessible housing for seniors
- Make water and sewer more affordable for low-income residents

Quality of Life:

- Regulate for long term uses
- Enforce noise ordinance
- Ban fireworks
- Ban Pit Bulls
- Reduce hours of on-street park (less than 24 hours)
- Need better vision and leadership; don't want to become another Lynnwood or Marysville
- No variances
- Reduce parking hours on 102nd to 30 minutes; allow loading / unloading zones

- Reduce panhandling and begging on public property

Businesses/Economic Development:

- Want a hotel and more shopping options
- Need jobs related to local industry and tech jobs
- More commercial zoning for shopping local
- No more mini storage facilities
- Need a hospital
- More restaurants and eateries
- Recruit medial businesses, including mental health facilities
- Prohibit mental health facilities
- Want a Dairy Queen
- Need another grocery store

Communication:

- Serve community interests; not individuals
- Seek citizen input and listen
- Seek representatives for boards and commissions from the wider community, not just within city limits
- Create community advisory committee on social issues: low-income impacts, seniors, families

Farmers Market Booth – June 24, 2022 – Housing:



Farmers Market Public Outreach Event June 24, 2022

Q: What Type of Housing is Needed In Stanwood?



Townhome/Duplex
44



Triplex/Fourplex
31

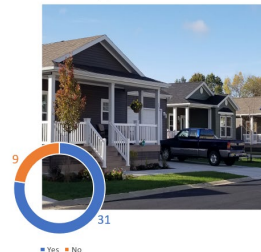


Multifamily Residential
18

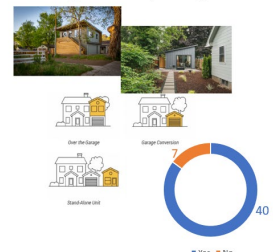


Farmers Market Public Outreach Event June 24, 2022

Would You Support Infill Manufactured Housing?



Do You Support Accessory Dwelling Units?



Other Comments:

Housing:

- Need more subsidized & Affordable housing
- Would not like to see any of these types of houses
- Does not want to participate in the poll because they have a house already
- Multifamily looks like Seattle = no
- Absolutely no to all
- No more apartments / We have enough MF
- Renter rights are important
- Cost of rent is too high
- Church Creek is charging for certain amenities
- Mixed used is good
- Section 8 housing accessibility is needed
- Property maintenance is needed
- Single family only
- Affordable housing land trust
- Maintenance is key!
- Make MF more affordable
- ADU displaced long term renters
- If More MF = Then they will leave Stanwood
- ADU's are too dense, too many cars in neighborhoods

Traffic:

- Traffic is terrible
- Possible roundabouts?
- Traffic issues and road issues, road to I5 needs widened

Permitting:

- Too difficult to develop sheds (10 years ago)
- Quality of materials/work, bad experience with permitting in the past
- Get permits through! Expedite!
- Transparency is key

Other:

- I feel I am not informed enough, not sure what we need in Stanwood
- Growth management act can be axed
- Higher density = higher crime and DV
- Quieter life in Stanwood (Came from Edmonds)

Farmers Market Booth – July 15, 2022 – Public Infrastructure:

The July 15, 2022 public outreach event for the Comprehensive Plan and Municipal Code update projects focused on public infrastructure. People were asked what types of new infrastructure or where maintenance is needed to the city's roads, water, sewer, or drainage systems. 66 people stopped by the booth and the following common themes emerged from the conversations:



Comments:

1. What is happening with Viking Village? Are any businesses closing? Uff da?
2. Tree clearing in Stanwood
3. Pioneer Hwy coming south to 4 way stop at Cedarhome. Pioneer traffic often runs stop sign and doesn't see Cedarhome traffic.
4. Slow down 80th, calming speed bumps, roundabouts (Tim Pierce's brother)
5. Sidewalks in unincorporated Snohomish wanted
6. 4 way split by storage unit (after tracks)
7. Stop sign at Jimmy's = bad traffic
8. I love Stanwood!
9. Bad traffic
10. Nice to have a monorail
11. More lights along highway, too dark
12. Need to stay rural
13. Keep the roads we have
14. Some roads are cracking, overlays
15. How do we build more schools with all of this development?
16. Coordination of projects (city, PUD, other agencies)
31. Supportive of bypass
32. What is happening at 300th?
33. 64 roundabout not necessary
34. More bypass routes from high school to north Stanwood neighborhoods
35. North on 80th traffic
36. Guardrail on 80th near Shenk turnoff
37. 72nd sidewalk missing (fill the gaps)
38. Wish developments would interlock
39. No monorail (2x)
40. Too many accidents on 532
41. In subdivisions, parking on both sides, in place of landscaping
42. Public input?
43. Scandinavian bakery wanted
44. Who wants to go south?
45. Buy bags for the market!
46. Bike lanes, multi-modal (Peter Kamb)
47. Connect downtown to water
48. Splash park wanted
49. Roundabouts are good
50. Better dog park

17. Viking Village update?
18. Where are apartments are, use Twin City foods for high end development
19. Splash park, community pool
20. Drainage problem next to food back
21. Drainage problem in front of SAAL
22. What is happening at Church Creek? (Sewer line)
23. Roundabout at 84th to alleviate traffic
24. Cross walk between high school and Church Creek (kid's cross this area all the time)
25. More houses = need to address unsafe intersections
26. Dangerous I5 entry (532) merge from 2 to 1 lanes, very dangerous speeds (WSDOT)
27. More police patrol east of the city
28. Crossing light at Pioneer triangle needed
29. Traffic
30. Excited about Twin City Mile
51. More seating at Heritage (tables are always full)
52. Stanwood sucks, too many people (Get rid of people)
53. No trails on dike (Birdwatchers)
54. No big fish anywhere
55. Mt Vernon, I like their parks and brick elements
56. Keep the dikes built up

Farmers Market Booth – August 5, 2022 – Twin City Mile / City Beautification:

88 people stopped by the booth. Comments:

1. Supportive of East end being one way traffic
2. Left turn at Rite Aid
3. Sad to see Loco Billy's go, but food bank is good cause
4. Community should look like American not Europe, get rid of GMA, add affordable housing
5. Angled parking good
6. Heron rookery – leque, concerns about Hamilton Landing impacts
7. Walking paths
8. Urban/small parks
9. Roundabouts instead of traffic lights on hwy
10. Accessible clothing stores (ie: plus size)
11. Posting and boothng at Heritage Park
12. Likes traffic circles
13. More facilities at Heritage
14. Redmond took out 1 ways
15. Move businesses, less churches
16. Pellenger Farm on 300th
17. Buildings look bland on map drawings
18. Green space/events space
19. Park access
20. What about bypass? Dike?
21. Slow down traffic
22. Keep brick road
23. Post office landscaping
24. Roundabouts on 532
25. Schools overcapacity
26. Crossing guards = flags on 281st and 285th
27. Viking Village, what is happening?
28. Shame to lose rural
29. Public laundry mats!!!
30. Church is buying up all the property
31. QFC traffic is terrible
32. Good infrastructure = money to keep rec programming
33. No apartments
34. Right turn on 88th south needed
35. Good one way

Farmers Market Booth – August 26, 2022 – Parks:

69 people stopped by the booth: 45 adults and 24 children. Comments:

- | | |
|---|--|
| 1. Get Hamilton open | 19. More baseball facilities |
| 2. We need bike paths | 20. Heritage is not useable |
| 3. More parks within walking distance of schools (East Stanwood) | 21. Mounds at 2 positions |
| 4. Water park/splash park (for both adults and kids) | 22. Artificial turf field |
| 5. Recreation features for adults too | 23. More playground equipment |
| 6. Love the Twin City Mile! Pocket parks, wider sidewalks | 24. Splash pad |
| 7. More trails | 25. How is Camano involved? |
| 8. Connect to bicentennial trails | 26. Johnson Farm update |
| 9. Old bank on 271 st , good area for benches and park | 27. Pedestrian bridges/paths around Marine Dr |
| 10. Park in Northeast Stanwood | 28. Lion's Park is a favorite |
| 11. Seating along the brick road | 29. Pedestrian trail along West pass/dike |
| 12. Reuse west downtown buildings | 30. Ovenell updates, Church Creek looks better |
| 13. Businesses, restaurants in Viking Village | 31. Sensory park |
| 14. Parks for all ages, not just young kids | 32. Events for disabled |
| 15. Take parks from HOA if possible | 33. All ages playground |
| 16. Love the parks compared to northern Snohomish county | 34. No parking for sidewalk near 532 |
| 17. Lots of pro Touch a Truck vibes | 35. New library |
| 18. Taxing district should be the same as the school district | 36. More summer park programming |
| | 37. Splash pad |
| | 38. Likes heritage but needs bigger playground |

Planning Commission & Community Development Committee

Visioning Comments

Planning Commission – June 13, 2022:

The Planning Commissioners were given copies of existing zoning and street maps and asked to mark up the maps with their vision of Stanwood's future. They were broken into three groups and their comments are summarized below:

Table 1:

- Narrow down the number of single-family residential zones.
- Need only one industrial zone.
- Development along 271st / 270th Street should be considered as "Main Street".
- Create a new Main Street Zoning designation.
- Clean up errors on existing zoning map: LI notation north of 101st Avenue.

Table 2:

- Consider changing the downtown LI zoning on 92nd Avenue to mixed use commercial or multifamily residential: supports the "build-up, not out" theme and provides additional missing middle housing.
- Viking Village should be mixed use (88th Avenue and Viking Way).
- Traditional Neighborhood zoning on SR 532 and 72nd Avenue should be mixed use.

Table 3:

- Widen 80th Avenue and add sidewalks.
- 64th Avenue and SR 532 intersection is difficult; consider adding a turn lane or acceleration lane or a roundabout.
- 64th Avenue is the gateway entrance to Stanwood; consider a different zoning – potentially mixed use, commercial or multifamily.
- Need a community park in the uptown residential area.
- May need another elementary school in the uptown residential area.
- Consider mixed use zoning for the northeast side of SR 532 and 72nd Avenue (Vine Street Property).

Community Development Committee – July 7, 2022:

- Overlay zones are intended to be temporary in nature and future updates to the Comprehensive Plan and Municipal Code should include zoning or code amendments to incorporate the intent of the overlay. Overlay zones should be used sparingly if used at all.
- Consider commercial and retail zoning along the Twin City Mile and / or as shown on the Storefront Improvement District map.
- Re-evaluate the industrial zoning category: what types of jobs do we want; how does the floodplain affect types of businesses and jobs; how will the downtown industrial zoning complement the city's downtown revitalization plans/goals; consider a planned industrial zone vs general industrial. Consider making the evaluation of the industrial zoning codes a priority.

- Reconsider the TN (traditional neighborhood) zoning: development is not meeting the desired intent or vision. Consider removing or changing use percentages; add missing middle options or requirements.
- Downtown zoning: the MBII zoning allows large townhouse developments without commercial uses – which works for small lots, but on larger lots it just creates a multifamily development. Consider requiring mixed-use development on lots or combination of lots over a certain size, i.e. 1 + acres and along major street corridors.
- Multifamily zoning: considering removing single family homes as an allowable use.
- Focus density in the downtown area to support businesses. Consider how to do this while protecting “small town” character.
- Remove historic overlay zoning. Evaluate the requirement of the historic overlay regulations and consider how those issues can be built into main street zoning.
- Reconsider the residential zoning on the west side of Pioneer Hwy – north of SR 532 overlooking the mini storage facility. These properties have a beautiful view of the valley and bays; they could be great for restaurants or other commercial / retail uses.
- If the City is going to invest in widening sidewalks in an attempt to encourage outdoor dining, can the City legislate something along the following: Smoking is prohibited in all outdoor dining areas located on private or public property, including the public right-of-way.
- Can a business receive more than one grant, such as one grant per year?
- Are architectural and engineering fees, or City licenses and fees eligible for grant money?
- Residents have long talked about creating some kind of architectural theme for Stanwood. Consider a process to develop a consensus.

Municipal Code Update – Chapter Update Notes

The following list of proposed amendments were prepared by staff and sent to BHC to start work on the title/chapter amendments. The consultant has used these notes along with their expertise to prepare the chapter summaries which will be presented to the Community Development Committee, Planning Commission, and Advisory Group in September.

Title 1: General Provisions RFP Description	General review for consistency with other Titles and Chapters of the Municipal Code including but not limited to definitions, public noticing requirements, and determine if Public Works Contracts would be more appropriate in a different Title.
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Chapter 1.01 – Code

Review, update and simplify the language

Chapter 1.04 – Definitions

Consider additional definitions

Chapter 1.08 – Public Notices

We have different public meeting / hearing notice timeframes throughout the code: 7, 10 and 15 days. Consider making a consistent public notice timeframe. Stanwood Camano News only prints on Tuesdays; notices need to be sent to the paper the Thursday before; this affects the timing of public notices.

Chapter 1.10 – Public Works Contracts

Update with current spending limits; should this be located in a different portion of the code?

Chapter 1.20 – Noncharter Code City

Should this be the first chapter of the code or combined with Chapter 1.01?

Title 2: Administration and Personnel RFP Description	Thorough review of roles and responsibilities of the council, boards, commissions, and staff. Consider adopting an ethics code section and determine the most appropriate location for such a code. Consider a citizen referendum process.
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Chapters 2.06 - City Administrator and 2.08 - City Officers

Review responsibilities against job descriptions.

Chapter 2.16 – Board of Park Commissioners

This Chapter was repealed, but this may be a good spot to address the Parks and Trails Advisory Committee (PTAC). In addition, do we want Chapters for the Economic Development Board as well?

Chapter 2.20 – Volunteer Fire Department

The City no longer has a volunteer fire department; The city annexed into the North County Regional Fire Authority a few years ago and we have an ILA that defines roles and responsibilities. This Chapter could be used to describe how fire service is provided to the City.

Chapter 2.24 – Traffic Violations Bureau

This Chapter needs to be reviewed by the Police Department.

Chapter 2.32 – Fire Marshal

Refer to Interlocal Agreement, or new Fire Chapter or delete.

Chapter 2.36 – Civil Service System

As noted with Chapter 2.20 Fire Service is provided by the North County Fire Authority. This Chapter may be deleted.

Chapter 2.40 – Police Department

The City contracts with the Snohomish County Sheriff's Office; we have two city clerical employees who work in the Police Department. This chapter needs major revisions to match current operations.

Chapter 2.44 – Council, Boards, Commissions – Transaction of Business

Update with current practices and eliminate repealed sections.

Chapter 2.48 – Public Service Fees

Consider moving this to Chapter 3.30, Fee Schedule.

Chapter 2.80 – Emergency Management

Review for consistency with Fire ILA.

Other:

- Eliminate all repealed sections.
- Should we add a Chapter / Section regarding Council Committees?
 - Public Works, Community Development, Finance, and Public Safety

Title 3: Revenue and Finance	Thorough review of the Title; Chapter 3.16 - Funds, needs a complete update.
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General suggested amendments:

- Verify all RCW and WAC citations as several of these chapters were written in the 1970's.
- Verify all Municipal Code citations.
- Simplify the language; most sections have paragraph long sentences with many semicolons which make them hard to read and interpret.
- Eliminate all the repealed sections.
- Codify biennial budget process, perhaps in a new Section 3.02.

Chapter 3.04 – Sales and Use Tax

- Review, update and simplify the language
- Verify rates and correct

Chapter 3.06 – Additional Sales and Use Tax

- Review, update and simplify the language

Chapter 3.08 – Real Estate Sales Excise Tax

- Review and update with current law regarding REET I and II; There were changes in 2019 that may need to be incorporated into the chapter.
- Consider adding a section regarding the allowed uses and maintenance; This seems to be a common question: How can each of the REET Funds be spent?
-

Chapter 3.12 – Local Improvements

- Amendments dates are listed as 1964 and 1993; Review and update.
- The process to form an LID should be outlined better.
- Is it appropriate to include Late Comers Agreements here; currently in title 12.

Chapter 3.16 – Funds

- Delete in its entirety and re-write matching funds listed on Monthly Expense and Revenue Report.
- Compare against Title 12, Utilities for drainage, water and sewer. Title 12 should reference funds, not create funds.

Chapter 3.25 – Acceptance of Donations

- This section is relatively new; no major changes are anticipated.

Chapter 3.30 – Fee Schedule

- All fees should be adopted by resolution; adult entertainment fees are still listed.
- Simplify by stating all fees are adopted by resolution or does each section need to be listed?

Chapter 3.32 – Leasehold Excise Tax

- Verify statute references.

Chapter 3.36 – Lodging Tax

- This Chapter is relatively new; no major changes are anticipated.

Chapter 3.40 – Stanwood Transportation Benefit District

- Add new 2022 Legislative changes.

Chapter 3.50 – Sales and Use Tax for Affordable Housing

- This Chapter is relatively new; no major changes are anticipated.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: September 8, 2022

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 35775 through 35865 and electronic fund transfers in the amount of \$565,709.42. Approve issuance of Washington Federal payroll benefit checks 2029 through 2038 and funds transfers in the amount of \$374,140.42.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 35775 THROUGH 35865 ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$565,709.42. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL BENEFIT CHECKS 2029 THROUGH 2038 AND FUNDS TRANSFERS IN THE AMOUNT OF \$374,140.42.

CHECK REGISTER

City Of Stanwood

Time: 14:41:06 Date: 08/30/2022

08/03/2022 To: 08/30/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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3723	08/08/2022	Payroll	3	EFT		4,167.35	July 2022 Payroll
3724	08/08/2022	Payroll	3	EFT		3,538.67	July 2022 Payroll
3725	08/08/2022	Payroll	3	EFT		2,211.04	July 2022 Payroll
3726	08/08/2022	Payroll	3	EFT		2,389.80	July 2022 Payroll
3727	08/08/2022	Payroll	3	EFT		436.04	July 2022 Payroll
3728	08/08/2022	Payroll	3	EFT		3,057.22	July 2022 Payroll
3729	08/08/2022	Payroll	3	EFT		3,736.37	July 2022 Payroll
3730	08/08/2022	Payroll	3	EFT		7,094.47	July 2022 Payroll
3731	08/08/2022	Payroll	3	EFT		3,955.46	July 2022 Payroll
3732	08/08/2022	Payroll	3	EFT		2,302.42	July 2022 Payroll
3733	08/08/2022	Payroll	3	EFT		3,136.51	July 2022 Payroll
3734	08/08/2022	Payroll	3	EFT		2,862.77	July 2022 Payroll
3735	08/08/2022	Payroll	3	EFT		2,552.11	July 2022 Payroll
3736	08/08/2022	Payroll	3	EFT		436.04	July 2022 Payroll
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3739	08/08/2022	Payroll	3	EFT		4,753.46	July 2022 Payroll
3740	08/08/2022	Payroll	3	EFT		6,417.27	July 2022 Payroll
3741	08/08/2022	Payroll	3	EFT		2,514.85	July 2022 Payroll
3742	08/08/2022	Payroll	3	EFT		4,744.57	July 2022 Payroll
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3744	08/08/2022	Payroll	3	EFT		5,122.53	July 2022 Payroll
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3746	08/08/2022	Payroll	3	EFT		3,860.32	July 2022 Payroll
3747	08/08/2022	Payroll	3	EFT		436.04	July 2022 Payroll
3748	08/08/2022	Payroll	3	EFT		3,137.32	July 2022 Payroll
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3750	08/08/2022	Payroll	3	EFT		2,452.47	July 2022 Payroll
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3765	08/08/2022	Payroll	3	EFT		3,693.19	July 2022 Payroll
3766	08/08/2022	Payroll	3	EFT		2,040.02	July 2022 Payroll
3767	08/08/2022	Payroll	3	EFT		3,313.99	July 2022 Payroll
3768	08/08/2022	Payroll	3	EFT		1,404.34	July 2022 Payroll
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3831	08/08/2022	Payroll	3	EFT	Internal Revenue Service (941)	67,245.87	941 Deposit for Pay Cycle(s) 08/08/2022 - 08/08/2022
3832	08/08/2022	Payroll	3	EFT	WA St Department Of Retirement Systems	45,685.00	Pay Cycle(s) 08/08/2022 To 08/08/2022 - PERS2; Pay Cycle(s) 08/08/2022 To 08/08/2022 - PERS 3; Pay Cycle(s) 08/08/2022 To 08/08/2022 - 457 - DRS (DCP)
3868	08/09/2022	Claims	3	EFT	US Bank	11,218.55	4485 5945 5564 1495

CHECK REGISTER

City Of Stanwood

Time: 14:41:06 Date: 08/30/2022

08/03/2022 To: 08/30/2022

Page: 2

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3929	08/23/2022	Payroll	3	EFT		2,000.00	Aug 2022 Draw
3930	08/23/2022	Payroll	3	EFT		2,500.00	Aug 2022 Draw
3931	08/23/2022	Payroll	3	EFT		2,000.00	Aug 2022 Draw
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3935	08/23/2022	Payroll	3	EFT		2,400.00	Aug 2022 Draw
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3938	08/23/2022	Payroll	3	EFT		1,000.00	Aug 2022 Draw
3939	08/23/2022	Payroll	3	EFT		2,000.00	Aug 2022 Draw
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3952	08/23/2022	Payroll	3	EFT		1,700.00	Aug 2022 Draw
3953	08/23/2022	Payroll	3	EFT		1,000.00	Aug 2022 Draw
4065	08/15/2022	Claims	3	EFT	Washington Federal Bank	183.59	WA Fed Analysis Service Charge
4078	08/24/2022	Claims	3	EFT	WA St Dept of Revenue **	15,247.53	City of Stanwood
4186	08/26/2022	Claims	3	EFT	HSA Bank	5.00	H.S.A. Bank fee for August
3833	08/08/2022	Payroll	3	2029	AFLAC	221.39	Pay Cycle(s) 08/08/2022 To 08/08/2022 - AFLAC, Pre-Tax; Pay Cycle(s) 08/08/2022 To 08/08/2022 - AFLAC, Post-Tax
3834	08/08/2022	Payroll	3	2030	AWC Employee Benefit Trust	23,091.03	Pay Cycle(s) 08/08/2022 To 08/08/2022 - AWC - Health First 250; Pay Cycle(s) 08/08/2022 To 08/08/2022 - AWC- Dental J; Pay Cycle(s) 08/08/2022 To 08/08/2022 - AWC - Vision; Pay Cycle(s) 08/08/2022 To;
3835	08/08/2022	Payroll	3	2031	Colonial Life Insurance	66.75	Pay Cycle(s) 08/08/2022 To 08/08/2022 - Colonial Life Ins
3836	08/08/2022	Payroll	3	2032	Great-West Life & Annuity	3,363.00	Pay Cycle(s) 08/08/2022 To 08/08/2022 - 457 - Empower (Mass Mutual); Pay Cycle(s) 08/08/2022 To 08/08/2022 - Roth 457(b)Empower(MassMutual)
3837	08/08/2022	Payroll	3	2033	ICMA Retirement Trust	3,590.69	Pay Cycle(s) 08/08/2022 To 08/08/2022 - 457 - Mission Square Ret(ICMA)
3838	08/08/2022	Payroll	3	2034	Legal Shield	53.70	Pay Cycle(s) 08/08/2022 To 08/08/2022 - Legal Shield
3839	08/08/2022	Payroll	3	2035	Navia Benefits	125.00	Pay Cycle(s) 08/08/2022 To 08/08/2022 - Navia Limited FSA

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3840	08/08/2022	Payroll	3	2036	Western Conference of Teamsters Pension Trust	2,412.64	Pay Cycle(s) 08/08/2022 To 08/08/2022 - WCTPP Contributions
3841	08/08/2022	Payroll	3	2037	Teamsters Union Local 231	1,504.00	Pay Cycle(s) 08/08/2022 To 08/08/2022 - Teamsters Dues
3842	08/08/2022	Payroll	3	2038	Washington Teamsters Welfare Trust	33,954.90	Pay Cycle(s) 08/08/2022 To 08/08/2022 - Teamsters Dental; Pay Cycle(s) 08/08/2022 To 08/08/2022 - Teamsters Medical
3869	08/09/2022	Claims	3	35775	ABS Valuation	7,200.00	city of stanwood
3870	08/09/2022	Claims	3	35776	Ace Hardware *	1,446.57	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
3871	08/09/2022	Claims	3	35777	Aramark Uniform Services Inc	107.88	937963000 city of stanwood; 937963000
3872	08/09/2022	Claims	3	35778	BHC Consultants, LLC	4,903.36	city of stanwood; City of Stanwood
3873	08/09/2022	Claims	3	35779	Badger Meter Inc	149.45	460708
3874	08/09/2022	Claims	3	35780	Amy Bergemeier	450.84	City of stanwood
3875	08/09/2022	Claims	3	35781	The BlueLine Group, LLC	13,570.00	City of Stanwood; City of
3876	08/09/2022	Claims	3	35782	Camano Arts Association	1,000.00	City of Stanwood
3877	08/09/2022	Claims	3	35783	Dataquest, LLC	270.06	CITYSTA
3878	08/09/2022	Claims	3	35784	Dog Waste Depot	119.00	city of stanwood
3879	08/09/2022	Claims	3	35785	Edge Analytical Inc	525.28	STA01 city of stanwood; STA01
3880	08/09/2022	Claims	3	35786	Ford Hall Company Inc	6,992.04	City of Stanwood
3881	08/09/2022	Claims	3	35787	Grainger Inc	105.61	848089215
3882	08/09/2022	Claims	3	35788	Hamilton Lumber LLC	41.47	City of Stanwood
3883	08/09/2022	Claims	3	35789	Terry Johnson	112.28	08 4620 10 - 28536 74TH DR NW
3884	08/09/2022	Claims	3	35790	Lenz Enterprises Inc	235.41	City of Stanwood; City of Stanwood; City of Stanwood
3885	08/09/2022	Claims	3	35791	McClatchy Company LLC	300.00	City of Stanwood 80415
3886	08/09/2022	Claims	3	35792	Motor Trucks International	328.33	74799
3887	08/09/2022	Claims	3	35793	Nelson Petroleum	357.51	01-0011427
3888	08/09/2022	Claims	3	35794	ODP Business Solutions, LLC	1,033.27	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
3889	08/09/2022	Claims	3	35795	PUD Of Snohomish County *	4,739.21	200592889; 200633634; 221854284; 200128742; 222799900; 200367373; 200240505
3890	08/09/2022	Claims	3	35796	React Solutions, LLC.	350.00	City of Stanwood
3891	08/09/2022	Claims	3	35797	Ricoh USA Inc- Maint	595.01	4250811; 4250811; 4250811; 4250811
3892	08/09/2022	Claims	3	35798	Ricoh USA, Inc.	368.54	1316669-3800377; 1316669-3800642
3893	08/09/2022	Claims	3	35799	Safeway	28.77	191483
3894	08/09/2022	Claims	3	35800	Skagit Farmers Supply	647.00	135052; 135052; 135052; 135052; 135052
3895	08/09/2022	Claims	3	35801	Skagit Valley Publishing	127.88	48893
3896	08/09/2022	Claims	3	35802	Sno Co Public Works *	117.52	CR000024
3897	08/09/2022	Claims	3	35803	Stanwood Auto Parts	14.35	56100
3898	08/09/2022	Claims	3	35804	Stanwood City Utility	10,817.98	2886; 2965; 2964; 4962; 1674; 4916; 3439; 3184; 2732; 1075; 1241; 1348; 1587; 2688; 2741; 2749
3899	08/09/2022	Claims	3	35805	Stilly Auto Parts Napa	14.20	27197
3900	08/09/2022	Claims	3	35806	Thompson Guildner & Associates Inc. P.S.	10,192.50	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3901	08/09/2022	Claims	3	35807	Transpogroup Inc	5,176.25	City of Stanwood; City of
3902	08/09/2022	Claims	3	35808	USA Bluebook	449.04	478228
3903	08/09/2022	Claims	3	35809	Urban Forestry Services, Inc	58.35	City of stanwood
3904	08/09/2022	Claims	3	35810	Utilities Underground Loc	219.30	134200
3905	08/09/2022	Claims	3	35811	Verizon Wireless	1,536.02	742373248-00001; 372541731-00001
3906	08/09/2022	Claims	3	35812	WA St Dept of Ecology *	4,195.02	City of Stanwood WA0020290; City of Stanwood WAG994534
4079	08/24/2022	Claims	3	35813	APP- Associated Petroleum Products	3,909.93	AP0100494
4080	08/24/2022	Claims	3	35814	Ace Hardware *	1,089.50	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
4081	08/24/2022	Claims	3	35815	Aramark Uniform Services Inc	107.88	937963000; 937963000
4082	08/24/2022	Claims	3	35816	The Blueline Group, LLC	18,370.80	city of stanwood; City of Stanwood
4083	08/24/2022	Claims	3	35817	Gaylynn Brien	60.00	city of stanwood
4084	08/24/2022	Claims	3	35818	Builders Exchange of Washington Inc	45.00	city of stanwood
4085	08/24/2022	Claims	3	35819	Cascade Fabrication, LLC	17,297.28	city of stanwood
4086	08/24/2022	Claims	3	35820	Cascade Septic Pumping, LLC	300.00	city of stanwood
4087	08/24/2022	Claims	3	35821	Commercial Fire Protection Inc	3,403.04	5654 City of Stanwood; 5654 City of Stanwood
4088	08/24/2022	Claims	3	35822	Databar Inc.	1,183.65	8952 city of stanwood; 8952
4089	08/24/2022	Claims	3	35823	Sarah E Duncan	139.68	City of Stanwood
4090	08/24/2022	Claims	3	35824	Edge Analytical Inc	694.82	STA01 city of stanwood; STA01
4091	08/24/2022	Claims	3	35825	Faber Construction Corp	265,219.51	Cit of Stanwood
4092	08/24/2022	Claims	3	35826	Galt John E	1,468.75	city of stanwood
4093	08/24/2022	Claims	3	35827	Glass Tech Stanwood Inc	568.36	City of Stanwood
4094	08/24/2022	Claims	3	35828	Hamilton Lumber LLC	53.54	66; 66
4095	08/24/2022	Claims	3	35829	ICONIX Waterworks (US) Inc.	3,340.81	CITSTA city of stanwood; CITSTA city of stanwood
4096	08/24/2022	Claims	3	35830	Kirby Built Quality Products	2,278.18	city of stanwood
4097	08/24/2022	Claims	3	35831	Lou's Gloves	962.00	STA629 city of stanwood
4098	08/24/2022	Claims	3	35832	Nelson Petroleum	1,181.62	01-0011427
4099	08/24/2022	Claims	3	35833	North County Regional Fire Authority	5,291.97	166 city of stanwood
4100	08/24/2022	Claims	3	35834	O'Reilly Auto Parts	48.07	1872464
4101	08/24/2022	Claims	3	35835	ODP Business Solutions, LLC	343.10	36274097; 36274097; 36274097
4102	08/24/2022	Claims	3	35836	PUD Of Snohomish County *	5,334.21	200142180; 202727285; 202694204; 202670675; 202579512; 221041510; 202882056; 201942398; 200103539; 200738672; 222277832; 200794063
4103	08/24/2022	Claims	3	35837	Pace Engineers, Inc	20,801.75	City of Stanwood; City of Stanwood; City of Stanwood
4104	08/24/2022	Claims	3	35838	Pape' Machinery	166.58	6109854; 6109854
4105	08/24/2022	Claims	3	35839	Perteet Inc.	4,297.50	city of stanwood
4106	08/24/2022	Claims	3	35840	Puget Tech LLC	1,209.00	City of Stanwood
4107	08/24/2022	Claims	3	35841	RH2 Engineering Inc	15,160.45	city of stanwood
4108	08/24/2022	Claims	3	35842	Refund - David Brandt	205.00	City of Stanwood
4109	08/24/2022	Claims	3	35843	Ricoh USA, Inc.	1,029.19	1316669-3800327; 1316669-3800326
4110	08/24/2022	Claims	3	35844	Rugid	577.87	city of stanwood
4111	08/24/2022	Claims	3	35845	Safeway	72.57	191483; 191483; 191483
4112	08/24/2022	Claims	3	35846	Skagit Farmers Supply	1,767.57	135052; 135052; 135052; City of Stanwood; 135052

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4113	08/24/2022	Claims	3	35847	Skagit Valley Publishing	346.51	48893; 48893; 48893; 48893
4114	08/24/2022	Claims	3	35848	Sno Co Human Services Dept *	567.78	City of Stanwood HSALC088
4115	08/24/2022	Claims	3	35849	Snohomish County Public Def Association	2,385.00	city of stanwood
4116	08/24/2022	Claims	3	35850	Springbrook Holding Company LLC	91.44	city of stanwood
4117	08/24/2022	Claims	3	35851	Stanwood Auto Parts	53.27	56100
4118	08/24/2022	Claims	3	35852	Stanwood Camano News	76.75	City of Stanwood SCN-1254859
4119	08/24/2022	Claims	3	35853	Stilly Auto Parts Napa	11.25	27197
4120	08/24/2022	Claims	3	35854	TMG Services Inc	2,238.70	1920010
4121	08/24/2022	Claims	3	35855	Transblue	62,871.60	City of Stanwood
4122	08/24/2022	Claims	3	35856	Twin City Lanes & Trophies	17.49	City of Stanwood
4123	08/24/2022	Claims	3	35857	UPS Store #4798	13.92	cu00060036 city of stanwood
4124	08/24/2022	Claims	3	35858	US Bank Na Custody/ Treas Div- Money Ctr	48.00	777221717
4125	08/24/2022	Claims	3	35859	United Site Services	250.95	ACT-01616715
4126	08/24/2022	Claims	3	35860	Wave Broadband	129.22	3201-0316547-01
4127	08/24/2022	Claims	3	35861	Western Exterminator Company	426.33	683591; 683591; 683591
4128	08/24/2022	Claims	3	35862	Ziply Fiber	1,546.67	206-188-0411-053105-5; 360-629-4907-072497-5; 360-939-0579-080320-5
4129	08/24/2022	Claims	3	35863	Zumar Industries Inc	7,757.50	000683; City of Stanwood 000683
4137	08/24/2022	Claims	3	35864	Scott R Justesen	165.00	City of Stanwood
4138	08/24/2022	Claims	3	35865	Chandler T O'Neill	165.00	City of Stanwood
						269,018.04	
						84,524.38	
						50,205.33	
						3,376.53	
						7,200.00	
						2,764.24	
						84,527.33	
						265,219.51	
						27,911.60	
						19,117.50	
						110,820.28	
						15,160.45	
						4.65	
						939,849.84	Claims: 565,709.42 Payroll: 374,140.42

* Transaction Has Mixed Revenue And Expense Accounts

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 Wendy Corder Dornbom Date: 8-30-22
 (X) Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: September 8, 2022
SUBJECT: City Council Regular Meeting Minutes August 11, 2022
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the August 11, 2022, Regular City Council Meeting are attached.

RECOMMENDED MOTION

**MOTION TO APPROVE THE MINUTES OF THE AUGUST 11, 2022, CITY COUNCIL
REGULAR MEETING AS PRESENTED.**

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, August 11, 2022 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call

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

A motion was made by Councilmember Metz, Second by Councilmember Gaumond to excuse Councilmember Tim Pearce. Motion carried unanimously.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Finance Director David Hammond, Police Chief Jason Toner, City Attorney Nikki Thompson, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

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

4. Presentation - Purple Heart City

Drew James, Judge Advocate for the Department of Washington VFW and Robert Alvarez, Regional Manager and a three-time purple heart recipient (from serving in Afghanistan) talked to the Council about the Military Order of the Purple Heart organization, which is the only Veterans service organization comprised strictly of “combat” veterans. The mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly make sure we never forget.

The organization is trying to stand-up another VFW post here in Stanwood, there was one in Stanwood years ago.

Mr. James asked the Council to consider supporting the mission and becoming a Purple Heart City. All Purple Heart Cities are pinned on the Purple Heart Trail, for more information on the Purple Heart Trail visit their website at www.purpleheart.org/purplehearttrail Washington’s trail runs along I-5 from Canada to Mexico and Highway 2 from Everett to Spokane.

5. Public Comments

The Clerk did not receive any written comments or requests to verbally address the Mayor and City Council. Written comments must be provided to the Clerk by 9:00 a.m. on the day of the meeting. Verbal comments may be provided by attending the meeting in person or via Zoom.

6. Staff / Department Reports - None

7. Council Committee Reports

Finance Committee Meeting Minutes – July 28, 2022

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve July 28, 2022, City Council Regular Meeting Minutes
- c. Adopt Resolution 2022-14 – Electronic Fund Transfer Policy
- d. Authorize the Mayor to Sign Security System Contracts

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

9. Unfinished Business - None

10. Public Hearing – None

11. New Business

- a. Authorize the Mayor to Sign a Small Public Works Contract with Konnerup Construction, Inc. for the 273rd Sidewalk Project

Public Works Director Kevin Hushagen explained that this contract is for a sidewalk project from 100th Ave by Josephine Sunset Home along 273rd to Stanwood Elementary. The City received favorable bids, the project is on the Six-Year TIP and in the budget, the project will create a safer path for the daycare, Our Savior Lutheran Church, and Josephine's.

Councilmember Robb asked about the timing, will it be completed by the time school starts? Hushagen said no, although it's a 20-day project and although Konnerup has a pretty aggressive schedule, it's starting late in the year, so he isn't anticipating it being completed by the time school starts, but it will be close.

Motion by Councilmember Gaumond, second by Councilmember Shepro to authorize the mayor to sign a contract with Konnerup Construction, Inc. for the 273rd PI NW Pedestrian Path project in the amount not to exceed \$113,775.00.

Roll call of votes was taken. Motion carried unanimously.

- b. Authorize the Mayor to Sign a Supplemental Agreement with Perteet, Inc. for Viking Way Phase 2 Cultural Resources Assessment and Noise Analysis.

Hushagen discussed the Perteet Supplemental Agreement. As part of the Viking Way Phase II project, the WA State Dept. of Transportation (WSDOT) ask that the City does a noise study and a Cultural Resources Assessment of the project area. We are not a contract authority city, so WSDOT is our contract authority. The funds came from Puget Sound Regional Council (PSRC) through Federal Highways (FWHA), so the City is required to do the study and assessment.

The City reached out to Perteet to see if they could do the study and assessment as part of their contract to keep the project moving forward.

Councilmember Schmitt asked if we have ever had to do previous cultural assessments and if yes, have we ever found anything. Hushagen said we primarily do them for all projects that have ground disturbance, it's reviewed by the Tribes, and they tell us what we need to do. At a minimum we do an inadvertent discovery plan in case we do dig up artifacts. Schmitt asked if there was any pushback on doing the noise study. Hushagen said no, the funding source sets the requirements. Schmitt asked about Perteet's indirect cost rate and its relevance. Hushagen said that part of the funding package with FWHA and PSRC allows for billing at 186% for overhead and profit.

Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to sign a Supplemental Agreement with Perteet, Inc. to conduct a Cultural Resources Assessment and Noise Analysis for the Viking Way Phase II project not to exceed \$15,865.

Roll call of votes was taken. Motion carried unanimously.

c. Authorize the Mayor to Sign a Snohomish County Human Services Department Contractor Agreement

Finance Director David Hammond said that Snohomish County Human Services Department has a low-income assistance program. In order for our citizens to participate, the City has to have an agreement in place with the County. Citizens would go through the County's application process for water and sewer utility billing assistance, if approved, the County would reimburse the City. We want to offer as many programs to our citizens as we can.

Motion by Councilmember Robb, second by Councilmember Bergman to authorize the Mayor to sign Snohomish County Human Services Department Contractor agreement.

Councilmember Robb said the Finance Committee discussed this item at their July meeting and the Committee's recommendation is for Council to approve the agreement, so he is glad to see it moving forward.

Roll call of votes was taken. Motion carried unanimously.

d. First and Second Reading and Adoption of Ordinance 1506 Revenue Bond, IS4 Projects

Finance Director Hammond discussed the Revenue Bond and the reason for the first and second reading and adoption in one meeting, which is allowed in the rules of procedures, but staff tries not to ask for except in rare occasions. It requires the Mayor, Mayor Pro Tempe, and longest serving councilmember's advanced approval to proceed.

A private bank placement such as this bond sale is done through a competitive process. The interest rates have been increasing, so banks don't want to extend their offerings for extended periods of time, so the City needs to be in a position to look at the bids, select the best one, accept the deal and issue the bond in a timely manner.

The projects that these bonds will fund are listed in the Capital Improvement Plan and in the budget, so this is Council's direction to finance the project this way.

This is a "delegation ordinance" that will authorize either the Mayor or the Finance Director acting individually to execute the bond sale in the manner and upon the terms set by the City Council. The following are key terms:

Term:	No greater than 21 years
True Interest rate:	No greater than 4.25 percent
Loan amount:	\$3,480,000.00

Councilmembers discussed and asked questions.

Motion by Councilmember Metz, second by Councilmember Bergman to approve the first and second reading and final adoption of ordinance 1506 providing for the issuance, sale and delivery of water, sewer, and stormwater revenue bonds, 2022.

Roll call of votes was taken. Motion carried unanimously.

12. Public Closing Comments - None

13. Executive/Legislative Reports

a. Mayor's Report

- It was fun riding in the Stanwood Fair Parade last week.
- The Mayor and City Administrator Smith met with State Senator Ron Muzzall and State Representative Greg Gilday today regarding a grant for the dike repair.
- No City Council meeting on August 25th, the next meeting is scheduled on September 8th and there is also a special workshop on Sept. 22nd.

b. City Administrator Report

- Good news! Today, PUD is finally paving the SE end of Pioneer Highway, the road has been rough and bumpy for a year, so it's great it's finally finished.
- Church Creek Park tree work is done, leaving huge piles of wood chips, which we wanted as we have use for them. The Park will re-open tomorrow, Friday, August 12th.

c. Councilmember Reports/Questions

- National Night Out was a great success, according to the internet over 10,000 people showed up!
- The flower baskets are delightful.
- The Stanwood Fair was fantastic.
- Kristina Everson petitioned for an audible crosswalk by Haggens. She sent an email thanking the City for installing one on 265th & 72nd, it was her birthday and when she

got off the bus to go shopping she was greeted with the beeping from the audible crosswalk, it was best birthday surprise of the day.

- Summertime in Stanwood is as good as it gets with all the special events. NNO was a great event and Councilmember Bergman saved the day for Councilmember Robb. His 5-year-old son dropped his ice cream and Bergman was right there with a new one. Thank you, Councilmember Bergman!
- The Fair Parade was nice and had drones flying around so hopefully there will be some good pictures. There seemed to be a higher police presence at the fair which was very much appreciated.
- Thank you to staff for the CIP workshop.
- What kind of options does the city have with emergencies outside of the city limits but affect the city? Legally, can the city spend funds from the general fund? Hammond said generally, the general fund has fewer restrictions. City Attorney Thompson said we could spend general funds if it has a regional impact and there is a significant benefit to the citizens of Stanwood.
- The Skagit fair is going on this weekend.

14. Recess to Executive Session – None

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:57 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: September 8, 2022

SUBJECT: City Council Special Workshop Minutes August 11, 2022

CONTACT PERSON: Lisa Sokolik, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the August 11, 2022, City Council Special Workshop are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE AUGUST 11, 2022, CITY COUNCIL SPECIAL WORKSHOP AS PRESENTED.

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.

Stanwood Special Workshop Meeting Minutes – August 11, 2022

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

ATTEST:

Sid Roberts, Mayor

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.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: September 8, 2022

SUBJECT: Utility Account Adjustment—Account 2550

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – SMC 12.20.060 Adjustment to bills.
B – Utility Adjustment
C – Account Summary

PURPOSE

The purpose of this agenda item is for Council consideration of a second water leak adjustment to Utility Account Number 2550 in the amount of \$250.98.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months. Additionally, the SMC authorizes city council approval of a second adjustment within a two-year period if one or more of the following circumstances exist:

- (i) The leak could not have been readily detectable with reasonable diligence.
- (ii) The customer does not occupy or use the subject property on a continuous basis.
- (iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery.
- (iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

The residents experienced a large water leak that began during their April/May 2022 billing. This wasn't discovered by the owners until June, and the repairs were completed in July. This resulted in the leak occurring over two billing periods. The Pompeo's received their first water leak adjustment of \$250.80 on July 20, 2022. This applied to their April/May billing, of \$907.04. They are now requesting a second leak adjustment in the amount of \$250.98 that would apply to their June/July billing of \$970.41.

ANALYSIS

Fiscal Impact			
The 2022-2023 budget for utility operations is adequate to make the requested adjustment.			
Fund(s):	Utility Operating		
Amount:	\$ 250.98	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Finance Director to approve a second utility bill adjustment in the amount of \$250.98

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City council may authorize a second utility bill leak adjustment in the amount of \$250.98
2. The City council may choose not to authorize a second utility bill adjustment in the amount of \$250.98.
3. The City council may choose not to authorize a second utility bill adjustment in another amount.
4. The City council may direct staff to provide additional information.

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT IN THE AMOUNT OF \$250.98.

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days

of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord. **1295 § 2, 2011; Ord. 1189 § 4, 2006**).

UTILITY ADJUSTMENT

DATE	8/5/2022
ACCT#	2550
NAME	
ADDRESS	

2nd Leak ADJUSTMENT

WATER
 SEWER
 DRAINAGE
 FIRE U TAX
 UTILITY TAX
 PENALTY
 ADJ- Lien Fees
 TOTAL ADJUSTMENT

\$	250.98
.	
\$	250.98

REASON FOR ADJUSTMENT:

Water Leak Adjustment

☐	Billing Error
☐	Incorrect Meter Reading
☒	Leak Adjustment
☐	Misapplied Payment
☐	Other
☐	Refund
☐	NSF Check Fee

PREPARED
 APPROVED
 PROCESSED
 POSTED

Amy Bergemeier

Per SMC 12.20.060

UTILITY ACCOUNT HISTORY

City Of Stanwood

Time: 11:17:04 Date: 08/08/2022

03/31/2022 To: 08/08/2022

Page: 1

: 2550; Service Location:

			Current	Previous	Water Usage	Sewer Usage	Current	Previous Electric Usage	Chg/Pynt	Balance
03/31/2022	Bill	Billing	186257	185560	697				240.59	96.23
05/10/2022	Payment	172503178XA							-96.23	0.00
05/31/2022	Bill	Billing	192600	186257	6343				907.04	907.04
07/10/2022	Payment	176806536XA							-907.04	0.00
07/20/2022	Bill	Water Leak Adj		192600				*	-250.80	-250.80
07/31/2022	Bill	Billing	206606	192600	14006				907.41	656.61
Billing Periods	3	Billed Amt:	2,055.04	Avg	685.01					



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9
DATE: September 8, 2022
SUBJECT: Purple Heart City Resolution 2022-15
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Resolution 2022-15

PURPOSE

The purpose of this item is for Council consideration and passage of Resolution 2022-15 declaring the City of Stanwood a Purple Heart City.

BACKGROUND

At the August 11, 2022, City Council Regular Meeting, Drew James, Judge Advocate for the Department of Washington VFW and Robert Alvarez, Regional Manager and a three-time purple heart recipient (from serving in Afghanistan) talked to the Council about the Military Order of the Purple Heart organization, which is the only Veterans service organization comprised strictly of “combat” veterans. The mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly make sure we never forget.

The organization is trying to stand-up another VFW post here in Stanwood, there was one in Stanwood years ago.

Mr. James asked the Council to consider supporting the mission and becoming a Purple Heart City. All Purple Heart Cities are pinned on the Purple Heart Trail, for more information on the Purple Heart Trail visit their website at www.purpleheart.org/purplehearttrail Washington’s trail runs along I-5 from Canada to Mexico and Highway 2 from Everett to Spokane.

RECOMMENDATIONS

Committee Recommendation:

This issue was not discussed at any committee meetings.

CITY COUNCIL OPTIONS

1. The Council may pass Resolution 2022-15, declaring the City of Stanwood a Purple Heart City.
2. The Council may direct staff to revisit and amend Resolution 2022-15 and return with modifications at a later date.
3. The Council may reject Resolution 2022-15, not declaring the City of Stanwood a Purple Heart City.

PROPOSED MOTION

I MOVE TO ADOPT RESOLUTION 2022-15 DECLARING THE CITY OF STANWOOD A PURPLE HEART CITY.

**CITY OF STANWOOD
Stanwood Washington**

RESOLUTION 2022-15

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
DECLARING THE CITY OF STANWOOD AS A PURPLE HEART CITY**

WHEREAS, the City of Stanwood, Washington has always supported its military veteran population; and

WHEREAS, the Purple Heart Medal was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, the organization now known as the “Military Order of the Purple Heart,” was formed in 1932 for the protection and mutual interest of all who have received the Purple Heart Medal, and it is the only veterans service organization comprised strictly of “combat” veterans; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure we never forget; and

WHEREAS, The City of Stanwood appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, AS FOLLOWS:

Section 1. The Council of the City of Stanwood does hereby proclaim the City of Stanwood to be A PURPLE HEART CITY and encourages the citizens of the City of Stanwood to show their appreciation for the sacrifices that the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have earned.

ADOPTED and **APPROVED** by the City Council of the City of Stanwood this **8th day of September 2022.**

CITY OF STANWOOD

By _____
Sid Roberts, Mayor

ATTEST:

By _____
Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a

DATE: September 8, 2022

SUBJECT: Final Acceptance of 2022 Asphalt Repair with Transblue

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A - Final Bill from Transblue
B - Repair Locations and Area Est.

PURPOSE

The purpose of this agenda item is for Council to authorize final acceptance of the 2022 Asphalt Repair with Transblue.

BACKGROUND

At the May 26, 2022, council meeting, Council approved a contract with Transblue to do the 2022 Asphalt Repair project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

Transblue's scope of work was to complete asphalt repairs throughout the city. Repairs were needed from the asphalt being damaged by water leak repairs, damaged asphalt from wear and tear, a walking path, two trench lines from water main installation that needed to be repaved, and one road repair from a water main leak. (See attachment B for locations).

Transblue's original contract amount was \$60,747.12. The final invoice total was \$62,871.60. The additional \$2,124.48 is for changing a section of paving at the public works yard to a portion on City Hall's parking lot which was needing repair but was not originally in the scope of work.

FIANCIAL IMPACT

Two-thirds of the project will be charged to Street Repairs and one-third will be charged to the Water based on the causes of each repair.

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE FINAL ACCEPTANCE OF THE 2022 ASPHALT REPAIR PROJECT COMPLETED BY TRANSBLUE."

Transblue
 19916 Old Owen Rd #252
 Monroe, WA 98272 US
 +1 4254495648
 AR@transblue.org

**BILL TO**

City of Stanwood
 Kevin Pellham
 10220 270th Street NW
 Stanwood, Washington 98292
 United States

SHIP TO

City of Stanwood
 Kevin Pellham
 10220 270th Street NW
 Stanwood, Washington 98292
 United States

INVOICE 7080954**DATE 08/16/2022****DUE DATE 08/31/2022**

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
GC Asphalt	Asphalt Patch from water leak repair - 8415 Park Dr.	1	900.00	900.00
GC Asphalt	Trench Patch from water line install - 8617 280th St. NW	1	1,020.00	1,020.00
GC Asphalt	Trench Patch from water line install - 9819 270th St. NW	1	2,288.00	2,288.00
GC Asphalt	Road Repair from water main break - 271st St. NW & 99th Ave. NW	1	9,180.00	9,180.00
GC Asphalt	Asphalt Patch from water leak repair - 100th Ave. NW	1	892.50	892.50
GC Asphalt	Asphalt Patch from water leak repair - 100th Ave. NW & 273rd St. NW (2 patches)	1	4,284.00	4,284.00
GC Asphalt	Asphalt patch from water leak repair - 272nd St. NW & 103rd Dr. NW	1	910.00	910.00

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
GC Asphalt	Street repair - 78th Ave NW & 274th St. NW	1	7,514.00	7,514.00
GC Asphalt	Street repair - 78th Ave St. NW (West of Heritage Park entrance)	1	9,350.00	9,350.00
GC Asphalt	Walking path - 92nd Ave. NW between WesWeld & Walking path	1	2,184.00	2,184.00
GC Asphalt	Street repair - 92nd Ave. NW (North of the School Districts Bus Garage)	1	10,497.50	10,497.50
GC Asphalt	City Hall - 26729 98th Dr. NW (Public Work Shop)	1	10,003.98	10,003.98
GC Asphalt	21' of Road Repair A. Asphalt, B. Replace Curb and Gutter - 27030 271st St. NW	1	3,235.62	3,235.62
GC Asphalt	Asphalt Patch from water leak repair - 26927 81st St	1	612.00	612.00
PO#:606652			SUBTOTAL	62,871.60
			TAX	0.00
			TOTAL	62,871.60
			TOTAL DUE	\$62,871.60

ATTACHMENT B

Repair Type	Location	Area Estimate
1. Asphalt Patch from water leak repair	8415 Park Dr.	120 sq. ft.
2. Trench Patch from water line install	8617 280 th St. NW	120 sq. ft.
3. Trench Patch from water line install	9819 270 th St. NW	352 sq. ft.
4. Road Repair from water main break	271 st St. NW & 99 th Ave. NW	1080 sq. ft.
5. Asphalt Patch from water leak repair	100 th Ave. NW	105 sq. ft.
6. Asphalt Patch from water leak repair	100 th Ave. NW & 273 rd St. NW (2 patches)	504 sq. ft.
7. Asphalt patch from water leak repair	272 nd St. NW & 103 rd Dr. NW	140 sq. ft.
8. Street repair	78 th Ave. NW & 274 th St. NW	884 sq. ft.
9. Street repair	276 th St. NW (West of Heritage Park entrance)	1100 sq. ft.
10. Walking path	92 nd Ave. NW between WesWeld & Walking path	336 sq. ft.
11. Street repair	92 nd Ave. NW (North of the School Districts Bus Garage)	1235 sq. ft.
12. Road repair	26729 98 th Dr. NW (Public Works Shop)	927 sq. ft.
13. 21' of Road Repair a. Asphalt b. Replace Curb and Gutters	27030 271 st St. NW	184 sq. ft.
14. Asphalt Patch from water leak repair	26925 81 st St	72 sq. ft.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: September 8, 2022

SUBJECT: Final Acceptance of Main Lift Station, with Interwest Construction Inc.

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Final Pay Request

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the Main Lift Station and Forcemain Improvements Project with Interwest Construction, Inc. (ICI).

BACKGROUND

At their April 5, 2021 meeting, Council approved a contract with ICI to complete the Main Lift Station and Forcemain Project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The contract with ICI was to construct the Main Lift Station and Forcemain Improvements. The project consisted of improving the pump, mechanical, power, conveyance, and control system improvements to the main lift Station and parallel redundant forcemain connecting the Main Lift Station to the Wastewater Treatment Plant. The forcemain included cut and over and horizontal directional drill of an HDPE piping system.

The original contract amount was \$1,781,696.28. When the contract was approved, council also authorized contingent amount of \$100,000.00 in a construction management and testing fund for a total fiscal impact of \$1,881,696.28. ICI's final billing is \$1,828,836.04.

Under the Public Works Director's authority, five change orders for this project were approved, all within the contingent authorization. Changes included:

1. A directional drilling change at the start of the project.
2. Adding a 12" valve that was missed in design.

3. Replacing a 16" flowmeter with a 12" flowmeter due to a discrepancy between plans and specifications.
4. Minor time and materials due to unforeseen utilities and obstructions during digging.
5. After construction, 94th Ave NW needed to be re-paved.

FIANCIAL IMPACT

With all these change orders the total fiscal impact is \$1,828,836.04. This is 2.64% over the ICI contract amount, but \$52,860 under the approved contingent amount from the April 5, 2021, council meeting.

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINAL ACCEPTANCE OF THE MAIN LIFT STATION AND FORCEMAIN PROJECT COMPLETED BY INTERWEST CONSTRUCTION INC.

ATTACHMENT A



Name: City of Stanwood
Address: 10220 270th St. NW
City: Stanwood, WA 98292

Attn: Alan Lytton
Engineering Technician

Project: Main Lift Station
PO No.: STA 419.173

Invoice Date: 04/05/22
Invoice Number: 1305-9
Period Beginning: 2/30/1930
Period Ending: 3/30/2022
ICI Job Number: 1305

INVOICE TOTAL: \$ 80,335.50

PROJECT INVOICE THROUGH PERIOD ENDING 03-30-2022 PER ATTACHED DETAIL

001	Original Contract Amount		\$ 1,631,590.00
002	Approved Change Order Value Through #	03	\$ 90,458.05
003	Total Contract Amount (Line 001+002)		\$ 1,722,048.05
004	Work Complete Job-To-Date	96%	\$ 1,649,908.08
005	Work Complete and Previously Billed		\$ 1,576,408.08
006	Current Billing Amount		\$ 73,500.00
007	Less Current Retainage		\$ -
008	Plus Current Sales Tax	9.30%	\$ 6,835.50
009	Amount Due this Billing		\$ 80,335.50

PROJECT TOTALS THROUGH THIS INVOICE			
--	--	--	--

011	Gross Total Billed JTD		\$ 1,649,908.08
012	Retainage JTD	0.00%	\$ -
013	Sales Tax JTD	9.30%	\$ 153,441.45
014	Total Billings Job-To-Date Less Retainage (Line 011 - 012 +013)		\$ 1,803,349.53

Please direct questions regarding this invoice to ar@interwest.biz or the Project Manager.

REMIT PAYMENT TO:
609 North Hill Blvd.
Burlington, WA 98233
360-757-7574

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11c

DATE: September 8, 2022

SUBJECT: Final acceptance of 2022 Street Overlay & ADA project with Central Paving

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Central Paving Final Invoice

PURPOSE

The purpose of this agenda item is for Council to authorize final acceptance of the 2022 Street Overlay & ADA project with Central Paving.

BACKGROUND

At their March 10th, 2022, meeting, Council approved a contract with Central Paving for the 2022 Street Overlay and ADA project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

ANALYSIS

The contract with Central Paving was to improve two street sections. 68th Ave NW from Woodland Rd to 280th St, and 72nd Ave NW from 272nd to 276th St NW by grind and overlay, full depth HMA repair, curb ramps, and channelization.

FINANCIAL IMPACT

There was \$350,000.00 budgeted in 2022 for this project. Central Paving's original contract amount was \$318,084.00. Their final invoice totals \$338,499.80. The \$20,000.00 overages were caused by two factors: more compromised asphalt than anticipated was encountered after grinding and adding more ADA ramps for repair.

The Transportation Improvement Board (TIB) grant covered 100 percent of the project costs, including engineering costs, which were completed entirely in-house. Note, this is the first time our own engineering staff completely designed and managed this type of project.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE FINAL ACCEPTANCE OF THE 2022 STREET OVERLAY & ADA PROJECT COMPLETED BY CENTRAL PAVING.

ATTACHMENT A

ATTACHMENT A

SUBCONTRACTOR NAME:		CENTRAL PAVING, LLC																	
ADDRESS:		1410 W. DOLARWAY RD.																	
CITY, STATE ZIP:		ELLENSBURG, WA 98926																	
CONTRACTOR REQUEST FOR PAYMENT - QUANTITY BREAKDOWN																			
Contracting Agency:																			
	City of Stanwood									Central Paving Job #:	22-0059						PERIOD-FROM:	6/13/2022	
	10220 270th St NW																-TO:	6/30/2022	
	Stanwood, WA 98292																JOB OWNER:	City of Stanwood	
										Pay Request #:	1						JOB TITLE:	2022 Overlay and ADA Ramps	
	Phone: 360-629-2161																		
	Fax:																		
BID ITEM	DESCRIPTION	Column1	Column2	Column3	Column4	Column5	UNIT	UNIT PRICE	EST. QUANTITY	\$ AMOUNT	QUANTITY TO DATE	QTY. BILLED PRIOR	CURRENT QTY. DUE	\$ AMOUNT TO DATE	PRIOR \$ AMOUNT	CURRENT \$ DUE			
SUBCONTRACT ITEMS											-	-	-	\$ -	\$ -	\$ -			
											-	-	-	\$ -	\$ -	\$ -			
1	Minor Changes						EST	\$10,000.00	1.00	\$ 10,000.00	-	-	-	\$ -	\$ -	\$ -			
2	SPOC Plan						LS	\$500.00	1.00	\$ 500.00	1.00	-	1.00	\$ 500.00	\$ -	\$ 500.00			
3	Mobilization						LS	\$40,000.00	1.00	\$ 40,000.00	1.00	-	1.00	\$ 40,000.00	\$ -	\$ 40,000.00			
4	Project Temporary Traffic Control						LS	\$30,000.00	1.00	\$ 30,000.00	1.00	-	1.00	\$ 30,000.00	\$ -	\$ 30,000.00			
5	Saw Cutting						LF	\$1.40	900.00	\$ 1,260.00	169.00	-	169.00	\$ 236.60	\$ -	\$ 236.60			
6	Removal of Curb and Gutter						LF	\$50.00	40.00	\$ 2,000.00	156.00	-	156.00	\$ 7,800.00	\$ -	\$ 7,800.00			
7	Removal of Sidewalk						SY	\$28.00	150.00	\$ 4,200.00	163.00	-	163.00	\$ 4,564.00	\$ -	\$ 4,564.00			
8	Crushed Surfacing Top Course						TON	\$100.00	75.00	\$ 7,500.00	152.00	-	152.00	\$ 15,200.00	\$ -	\$ 15,200.00			
9	Pavement Repair Excavation Including Haul						CY	\$120.00	80.00	\$ 9,600.00	107.00	-	107.00	\$ 12,840.00	\$ -	\$ 12,840.00			
10	Planing Bituminous Pavement						SY	\$3.25	12,000.00	\$ 39,000.00	11,084.00	-	11,084.00	\$ 36,023.00	\$ -	\$ 36,023.00			
11	HMA Cl. 1/2 in PG 64-22						TONS	\$104.00	1,300.00	\$ 135,200.00	1,294.00	-	1,294.00	\$ 134,576.00	\$ -	\$ 134,576.00			
12	Adjust Utility Structure						EA	\$580.00	5.00	\$ 2,900.00	5.00	-	5.00	\$ 2,900.00	\$ -	\$ 2,900.00			
13	Adjust Water Valve						EA	\$450.00	5.00	\$ 2,250.00	5.00	-	5.00	\$ 2,250.00	\$ -	\$ 2,250.00			
14	Erosion / Water Pollution Control						EST	\$1,500.00	1.00	\$ 1,500.00	1.00	-	1.00	\$ 1,500.00	\$ -	\$ 1,500.00			
15	Property Restoration						EST	\$2,500.00	1.00	\$ 2,500.00	1.00	-	1.00	\$ 2,500.00	\$ -	\$ 2,500.00			
16	Cement Conc. Pedestrian Curb						LF	\$26.40	70.00	\$ 1,848.00	265.00	-	265.00	\$ 6,996.00	\$ -	\$ 6,996.00			
17	Cement Conc. Traffic Curb and Gutter						LF	\$55.00	30.00	\$ 1,650.00	155.00	-	155.00	\$ 8,525.00	\$ -	\$ 8,525.00			
18	Adjust Monument Case and Cover						EA	\$450.00	3.00	\$ 1,350.00	3.00	-	3.00	\$ 1,350.00	\$ -	\$ 1,350.00			
19	Cement Conc. Sidewalk						SY	\$66.00	150.00	\$ 9,900.00	238.00	-	238.00	\$ 15,708.00	\$ -	\$ 15,708.00			
20	Detectable Warning Surface						SF	\$33.00	90.00	\$ 2,970.00	118.00	-	118.00	\$ 3,894.00	\$ -	\$ 3,894.00			
21	Painted Traffic Line						LF	\$0.60	5,810.00	\$ 3,486.00	4,247.00	-	4,247.00	\$ 2,548.20	\$ -	\$ 2,548.20			
22	Plastic Stop Line						LF	\$10.00	105.00	\$ 1,050.00	115.00	-	115.00	\$ 1,150.00	\$ -	\$ 1,150.00			
23	Plastic Crosswalk						LF	\$13.00	440.00	\$ 5,720.00	448.00	-	448.00	\$ 5,824.00	\$ -	\$ 5,824.00			
24	Temporary Pavement Marking						LF	\$0.85	2,000.00	\$ 1,700.00	1,900.00	-	1,900.00	\$ 1,615.00	\$ -	\$ 1,615.00			
											\$ -	-	-	\$ -	\$ -	\$ -			
TOTAL CONTRACT											\$ 318,084.00								
CHANGE ORDERS (IF APPLICABLE)											\$ -	-	-	\$ -	\$ -	\$ -			
											\$ -	-	-	\$ -	\$ -	\$ -			
											\$ -	-	-	\$ -	\$ -	\$ -			
											\$ -	-	-	\$ -	\$ -	\$ -			
														Totals	\$ 338,499.80	\$ -	\$ 338,499.80		
														Material On Hand	\$ -	\$ -	\$ -		
														Retainage @ 0%	\$ -	\$ -	\$ -		
														Subtotal	\$ 338,499.80	\$ -	\$ 338,499.80		
														Prev. Inv.	\$ -				
														TOTAL DUE	\$ 338,499.80				