

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, November 10, 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 Bergman led the Pledge of Allegiance.

2. Roll Call

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

Note: The microphone used to allow on-line attendees to hear the meeting was inadvertently turned off at the beginning of meeting. Councilmember Robb who was attending via Zoom could not hear the meeting until after item 9, so was unable to vote on items 3, 8 and 9.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Chief Jason Toner, City Attorney Nikki Thompson, Economic Development and Marketing Manager Sarah Cho, Associate Engineer Alan Lytton, Assistant to the Administrator/Communication Manager Krista Hintz, City Clerk Lisa Sokolik. Finance Manager Wendy Dowhower. Utility Supervisor Leigh Danielson attended via Zoom.

3. Approval of the Agenda

Motion by Councilmember Pearce, second by Councilmember Shepro to approve the agenda as amended. Motion carried 6 yes / 0 nay

4. Presentation - None

5. Public Comments

The Clerk did not receive 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

Police Compstat Report - October

7. Council Committee Reports

- a. Community Development Committee Minutes – October 6, 2022
- b. Economic Development Board Meeting Minutes – September 16, 2022

Council questions and comments:

- The Economic Development Board minutes references the Stanwood Commerce Alliance, what is this group and what are they attempting to do? Sarah Cho answered that this is a group of local individuals, community members and business owners who are hoping to start a new business association and a Stanwood Chamber organization. This group is hoping to announce more details by early 2023.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks.
- b. Approve City Council Regular Meeting Minutes – October 27, 2022.

Motion by Councilmember Metz, second by Councilmember Gaumond to approve the consent agenda items A and B. Motion carried 6 yes / 0 nay.

9. Unfinished Business

Authorize the Mayor to Sign a Change Order for the Sebranke Property Cleanup Project with Wyser Construction Corporation.

Kevin Hushagen discussed the change order with Council.

Council questions and comments:

- When are they starting this project? Hushagen said, if this change order is approved, it will start next week.
- What is the timeline of having the property mediated? Alan Lytton answered it will take about a week.
- After the work is completed, will the Christmas Tree Lighting be able to go on that site? Hushagen said that is one of the reasons they are trying to get this project started, but he does not think the project will be finished in time, so an alternate location at 271st & 88th, the old bank drive thru, has been chosen.

Motion by Councilmember Bergman, second by Councilmember Pearce to authorize the Mayor to sign a change order in the amount of \$6,765.00 for the Sebranke Cleanup Project with Wyser Construction Corporation.

Roll call of votes was taken.

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

Motion carried 6 yes / 0 nay

10. Public Hearing – None

11. New Business

a. Discussion Item – City Revenue Sources

Finance Director Hammond discussed the revenue sources for the 2023-2024 budget that will be brought to council on November 21, 2022, for a Public Hearing and for Council adoption of a property tax levy ordinance.

Key points:

- Building Permits and Development Related Charges
- Sales Tax
- Utility Tax
- State-Shared Revenues
- Streets Fund
- Property Tax Levy

Council questions and comments:

- Is the revenue from utility tax composed of all utilities? Hammond said yes, it includes taxes for phone, electric, cable, sewer, etc.
- Motor Fuel tax is declining, any thoughts or insights on how other entities are addressing this loss of revenue? Hammond said the motor vehicle fuel tax is levied per gallon not by value. Legislature has proposed ideas to fix the shortfall.
- On page 11.4, the ARPA funds are shown in the state pass-through line item in 2021 and 2022. What makes up these funds in 2023 and 2024? Hammond said examples are the criminal justice portion of sales tax and liquor excise tax that are shared on a per capita basis with all cities.
- Are all taxing agencies, that make up our property tax, limited to a 1% property tax? Hammond said, no, a portion of state levied property tax supporting schools is not.

b. Authorize the Mayor to Sign an Interlocal Agreement Releasing Potential Interest in the Rucker Building to Snohomish County

Finance Director Hammond said this is a basically a housekeeping item as the city made a similar agreement six years ago with the Health District, but the Snohomish County legal team would like to redo the paperwork as the Health District is being subsumed into being a Snohomish County Health Dept. effective January 1st.

Motion by Councilmember Metz, second by Councilmember Shepro to approve relinquishment of any potential ownership and financial interest in 3020 Rucker Avenue in Everett, Washington and to authorize the Mayor to sign the agreement between the City of Stanwood and Snohomish County and any other documents necessary to effect this action.

Roll call of votes was taken. Motion carried unanimously.

c. First Reading, Resolution 2022-16, 2023-2028 Capital Improvement Plan Update

Public Works Director Hushagen presented the first reading of Resolution 2022-16, 2023-2028 Capital Improvement Plan (CIP). Council has seen the proposed CIP a few times now,

and it will be brought back on November 21st for adoption. Although this is a six-year CIP, staff is primarily focused on the next two years with the biennium budget. This is a very aggressive and robust CIP for the next two years. The CIP is reviewed and updated every year.

Council comments and questions:

- Page 11.30 under Downtown Park, it references 'the site', where is the site? Hushagen answered it's the Sebranke property.
- How will we use the sewer rate study? Hushagen said FCS Group will add up all our assets, property and infrastructure to see what it's worth and then spread the cost over a period of time to get a replacement cost. The study will be used to see if we need to increase rates to make sure we have enough for replacement costs or if we are on track. Hammond added that the last time we did a utility rate study was in 2018 when Council adopted ordinance that implemented rate increases each year through 2024.
- Is there any analysis by neighboring sewer districts of what they are charging and how they are approaching, are there any external analysis used in the study? Hammond said not in the study, but in the presentation to Council. We want to know what the actual cost of Stanwood's wastewater treatment plant and what is the replacement cost. Hushagen added that it's tough to compare to our neighboring jurisdictions, as we have different infrastructures, and the cost is spread out amongst larger or smaller populations.
- The City recently received an evaluation from an arborist to remove trees at Church Creek Park, is that \$100,000 estimate in the CIP? Hushagen said yes, but some of the trees listed in the evaluation were blown over during the last windstorm, so that amount may go down.
- Are we getting money to plant 88 new trees at Heritage Park? Love and Hushagen said that PUD will be giving us vouchers for the trees and they will do the planting.

d. Authorize the Mayor to Sign Supplemental No. 1 to On-Call Professional Services Agreement with Quality Controls Corporation

Public Works Director Hushagen discussed QCC Supplemental No. 1 with the Council.

Motion by Councilmember Pearce, second by Councilmember Shepro to authorize the Mayor to authorize the Mayor to sign Supplemental No. 1 to the existing on-call professional services agreement with Quality Controls Corporation to provide on-call support for the Wastewater and Water Supervisory Control and Data Acquisition Systems.

Roll call of votes was taken. Motion carried unanimously.

e. Authorize the Mayor to Sign a Lease Agreement with Mammoth Burger

Economic Development and Marketing Manager Sarah Cho said Mammoth Burger Company reached out the City to see if they could lease one parking stall in the city-owned parking lot behind the police station on 271st for six months while they renovate and remodel a portion of their building to open a new restaurant and bar. Construction would start in November/December and finish before the start of the Farmer's Market.

Motion by Councilmember Shepro, second by Councilmember Bergman to authorize the Mayor to sign a lease agreement with Mammoth Burger Company pending final legal review of the lease agreement for the use of one parking stall in the City's parking lot behind the police station on 271st Street NW. Motion carried unanimously.

- f. Authorize the Mayor to sign a Task Order with Perteet, Inc. for Twin City Mile Phase I Design and Permitting Services.

Community Development Director Patricia Love said the approval of this task order will begin the design work for the capital improvement projects listed in the Capital Improvement Plan (CIP) for the Twin City Mile project. This contract is approximately \$800,000, but it will cover the six-year period in the CIP.

The task order will cover all the engineering and design work for the following five projects and include some of the outreach events.

1. Brick Road Design – 10% design in 2023, final design pushed out to 2026/2027
2. Camano Street Triangle Design – design in 2024, construction in 2025
3. 92nd Avenue NW Design & Construction – designed and constructed in 2023
4. 88th Avenue NW Lighting – have been putting emphases on getting power to city-owned poles so they can be lit up during the holidays
5. East End Traffic Calming and Park Design – construction in 2023, will have a lot of public outreach with business owners

These tasks are set up as maximum fee, so if we don't use all the fees in the design efforts we would not be billed.

Council comments and questions:

- Appreciate how clear all the projects were laid out, it was easy to understand.
- Scott Lankford of Lankford Associates and Tom Barry of Metron and Associates are listed on the Consultant Team, does that mean they are sub-consultants of Perteet? Love said yes, so there won't be a need to bring on more consultants on this project.
- The contract shows seven months of hard and thoughtful work. It is exciting to envision this project and when it's done it will definitely be an asset to Stanwood.

Motion by Councilmember Metz, second by Councilmember Gaumond to authorize the Mayor to sign a Task Order with Perteet, Inc. in the amount of \$799,518.00 for the Twin City Mile Project - Phase 1 Design and Permitting Services.

Roll call of votes was taken. Motion carried unanimously.

12. Public Closing Comments

Carrie Meyer Richardson
Stanwood

Topic: Rejoining of the pie shaped piece of land with the former Stanwood Hardware Store original parcel.

13. Executive/Legislative Reports

a. Mayor's Report

- Transportation Benefit Fund ballot is passing by a 2/3 margin, which says a lot about what our citizens are saying about our streets. Very grateful for the turnout.
- Tomorrow, November 11th is Veterans Day, would love to have a good showing of Councilmembers to honor our Veterans at 10:30 am at the Floyd.
- Attended a webinar on Mastering Public Comment and Public Hearings
- The next Council meeting will be on Monday, November 21, 2022 due to Thanksgiving.

b. City Administrator Report

- Thanked the Public Works crew, in particular Nate Towse who was on-call during the wind. Nate spent many hours cleaning up fallen trees and debris, and fixing signs.
- Thank you to the City of Stanwood residents for supporting proposition No. 1, the show of support was amazing. A special thank you to Cathy Wooten for all her work, she was a big proponent in supporting the proposition.
- Thank you to Marcy Mathis, Amy Bergemeier, and Charlee Rowland in the Finance Dept. They do a wonderful job talking with customers, explaining and answer questions regarding their utility invoice. The city gives a winter water rate average to customers to give them a break during the summer months while they are watering their lawns, that break just ended, but with a warmer and drier September and October customers were still watering, so the statements that just went out were higher than normal. Marcy, Amy and Charlee do a great job explaining this to our customers. Staff will be looking at different options to apply this rate for next year.
- Today, Shawn, the Mayor, Directors, Alan Lytton and a few other staff went to the Emergency Management Training put on by North County Fire to continue planning and training how we will deal with major event like flooding or a train derailment.

c. Councilmember Reports/Questions

- Thank you for doing the firework survey.
- With the holidays coming up, encourage everyone to buy local.
- Looking forward to the Christmas Tree Lighting, the event gets better and better every year.
- Excited for the Veterans event at the Floyd. Thank you to all the businesses and organizations who do wonderful things for our Veterans.

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 8:18 p.m.

CITY OF STANWOOD



Sid Roberts, Mayor

ATTEST:



Lisa Sokolik, City Clerk