

City of Stanwood



City Council Packet

Stanwood City Council

Regular Meeting

Thursday, April 27, 2023



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, April 27, 2023 – 7:00 p.m.

Stanwood-Camano School District, Admin. 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. PRESENTATIONS**
- 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.
- 6. STAFF / DEPARTMENT REPORTS**
Police Compstat Report – March **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Parks and Trails Advisory Committee Meeting Minutes – March 20, 2023 **7.1**
 - b. Planning Commission Meeting Minutes – March 13, 2023 **7.5**
 - c. Public Works Committee Meeting Minutes – April 10, 2023 **7.11**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve City Council Regular Meeting Minutes – April 13, 2023 **8.7**
 - c. Adopt Resolution 2023-06 City iPad Usage Policy **8.17**
- 9. UNFINISHED BUSINESS**
Authorize the Mayor to Sign Ordinance 1507A Extending the Interim
Mini-Storage Development Regulations **9.1**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
 - a. Authorize the Mayor to Sign a Lease Agreement with Andrew Davis /
Stanwood Camano Food Bank to Allow a Public Farm at Ovenell Park **11.1**
 - b. Discuss the Proclamations/Resolutions Policy **11.11**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION:** None Scheduled at this time
- 15. ADJOURN**

Upcoming Meetings:

May 11, 2023, Joint City Council and Planning Commission Special Meeting 5:00pm
May 11, 2023, Regular City Council Meeting 7:00pm
May 25, 2023, Regular City Council Meeting 7:00pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: **6**

DATE: April 27, 2023

SUBJECT: Police Compstat Report

CONTACT PERSON: Chief Jason Toner

ATTACHMENTS: A – March 2023 Compstat Report

SUMMARY STATEMENT

Attached is the March 2023 Compstat Report for council review.

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

MARCH 2023

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.

MARCH 2023

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 8,405.

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	6	0	100%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

MARCH 2023

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.

	2023	2022	2021	2020	Year to Date
Public Records Requests	46	40	31	34	124
Concealed Pistol License Issued	47	27	78	35	128
Pistol Transfer Checks *Total includes +3 for adjustment from Feb	45*	64	69	46	101
Fingerprinting & Approximate Time	26 6.50 hrs	13 3.25hrs	37 9.25hrs	13 3.25hrs	88 22.0 hrs

MARCH 2023

Stanwood Police Department

Message from the Chief



Spring is finely here, and I am looking forward to warmer and hopefully sunnier days. This past month we have begun issuing our officer's body worn camera (BWC). Currently half of our officers have them and the rest will have them by the end of April. From time to time, I plan on posting some of the video footage on our Facebook page as I believe it will give a good insight to type of calls our officers respond to.

Sexual Assault Awareness and Month:

April is Sexual Assault Awareness and Month. Unfortunately, even our small close-knit community is not immune to sexual violence. Stanwood PD over the last five years investigates approximately ten Sexual Offenses cases a year, with many more going unreported.

Some disturbing statistics: 1 in 3 women experience sexual violence during their lifetime as will 1 in 4 men. 13% of students will be victims of sexual violence. In 2018 734,630 people were victims of rape. 1 in 4 minor girls and 1 in 13 boys will be victims of sexual violence during their childhood. The effects of sexual violence on the victims, well after the crime has been committed, are higher rates of depression, PTSD, more likely to self-harm, higher rates of substance abuse, and suicide.

As father to three teenagers, I find myself having these hard conversations, what is proper behavior, what type of behavior is acceptable and what is not, how to say NO, how to accept when someone says no, and what to do if something does happen. Sexual assaults are an ugly scar on our society that we know about but don't want to discuss and victims feel helpless. I urge everyone to have these tough and open conversations to help prevent sexual violence and be supportive of its victims.

In Snohomish County, the Providence Intervention Center for Sexual Assault and Abuse is a great resource victims and families. 425-252-4800 (24-hour hotline).

Notable Cases in March:

This past month we have had several incidents of students overdosing on vaping products. Typically, these products are flavored nicotine, but we are seeing more "off-market" vape cartridges with highly concentrated THC laced with fentanyl. The sad reality is illegal drug manufactures are producing vast amounts of fentanyl and lacing different drugs with fentanyl. Most illegal drugs currently on the street (marijuana, heroin, THC, cocaine, meth, MDMA) are all most likely laced with fentanyl. The goal of the drugs dealers is create returning customers and lacing drugs with fentanyl guarantees it.

There have been a couple of incidents where victims of fraud have reported receiving a call from a "Chief or Captain" Toner informing them they have a warrant out for their arrest. The impersonator instructs the victim to deposit money in a Bitcoin account to pay off the fine. Thankfully no one has lost any money and instead contacted us directly to verify the request. Police agencies will never call someone to collect a fine, or ask you to purchase bitcoins, apple cards, etc. Though if I were to call, I would typically demand Starbucks cards.

A male was arrested in early March for assaulting his long-time girlfriend. The male had to be forced into handcuffs and then forced into the patrol to be transported to jail. During the trip to the jail the male was able to get out of his leg restraints and kicked out the side window of the patrol car. The male was restrained again and successfully booked into jail for DV Assault, Resisting Arrest and Malicious Mischief.

Community Engagement:

Detective Martin and I had the honor of leading a work safety discussion with city staff. A lot of good questions and conversation about how make our employees safe during critical incidents.

Chief Toner

MARCH 2023

Stanwood Police Department

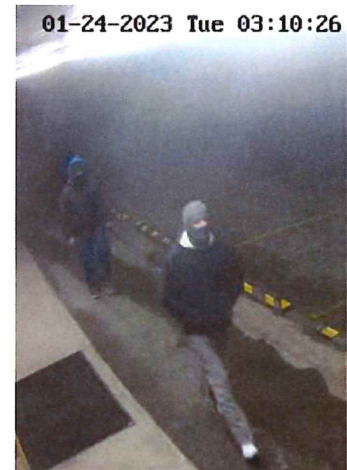
Detective Report



Stanwood Police Cases

2022-542, 2022-543, 2022-544, 2022-1146, 2022-1147, and 2022-1218

On 01-24-2023 several businesses were burglarized in Stanwood. The subject broke the glass in doors to gain entry



On 02-16-2023 and 02-18-2023 a business was burglarized in Stanwood. The subjects pried the front doors open to gain entry.



One of the subjects was identified by his clothing and unique gait.

Marysville Police seized the suspect's car during an investigation involving drugs.

Mount Vernon Police arrested the suspect on a charges related to a burglary of business in Mount Vernon.

Detective Martin served search warrants on the suspect's vehicle and jail property and seized evidence linking him to the burglaries in Stanwood.

Charges have been referred to the Prosecutor's Office.

MARCH 2023

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



RUMORS OF LACED VAPES

Rumors of possible laced vapes in the area. The vapes can easily be taken apart and you can get access to the "sponge" that holds (normally) the nicotine oil. As you can see, the user can now put anything they wish on the sponge. Suspicions are that these vapes are being laced with methamphetamine, heroin, or fentanyl and put back together and sold to school kids in the area. We have no confirmed possession or use of these laced vapes on school campus, but suspicion that local area teens have had access to them. Obviously suspicion is high that these are, or will be on school grounds. The Stanwood Police Department and Stanwood High School have both put out PSA's on the dangers of vaping and possible laced vapes. As has been the case for years, drugs and alcohol will make their way onto school campuses. It is imperative that parents/guardians monitor and warn their children of these dangers. As a High School we work very hard to monitor and watch our restrooms for students using illegal substances. At some point this falls back on good parenting and proper individual decision making.

SCHOOL / COMMUNITY ISSUES



There have been complaints from McDonalds, Haggen, and YMCA regarding juvenile behavior during lunches and after school lets out. We are working to better secure the campus at lunches, but after school there's not much that the schools can do. Again, this is a parenting/guardian issue where parents have to know their kid's whereabouts, and talk with them about proper behavior. Confirmed drug/alcohol use, and fights have been confirmed in the businesses. Recently, I counted 115+ students that walked across SR532 after school.

MARCH 2023



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 Haggen's, it counts here once.

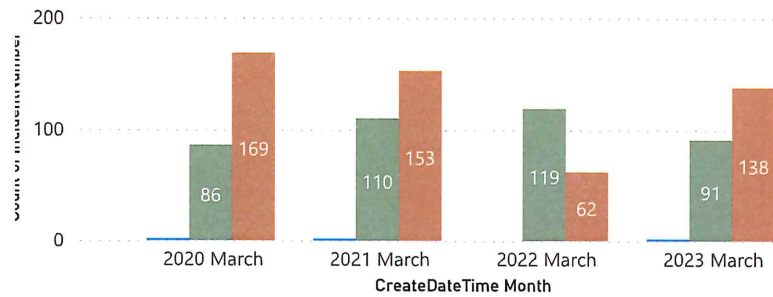


TOTAL INCIDENTS

Previous Month Over Time

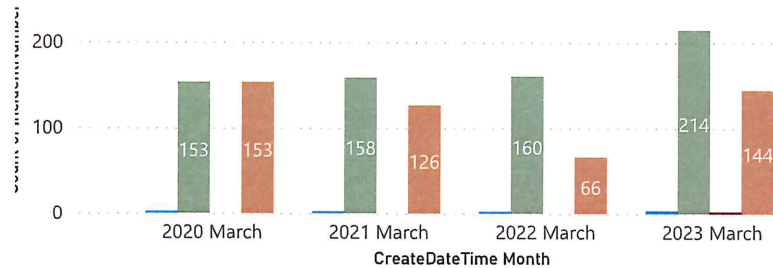
Stanwood West, Incidents by Origination

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



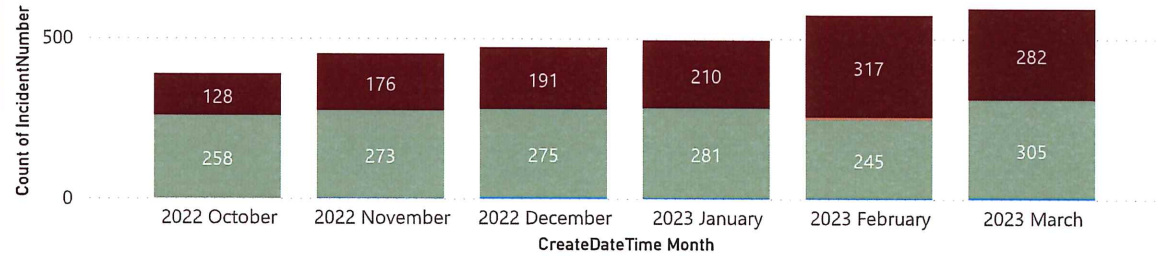
Stanwood East, Incidents by Origination

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

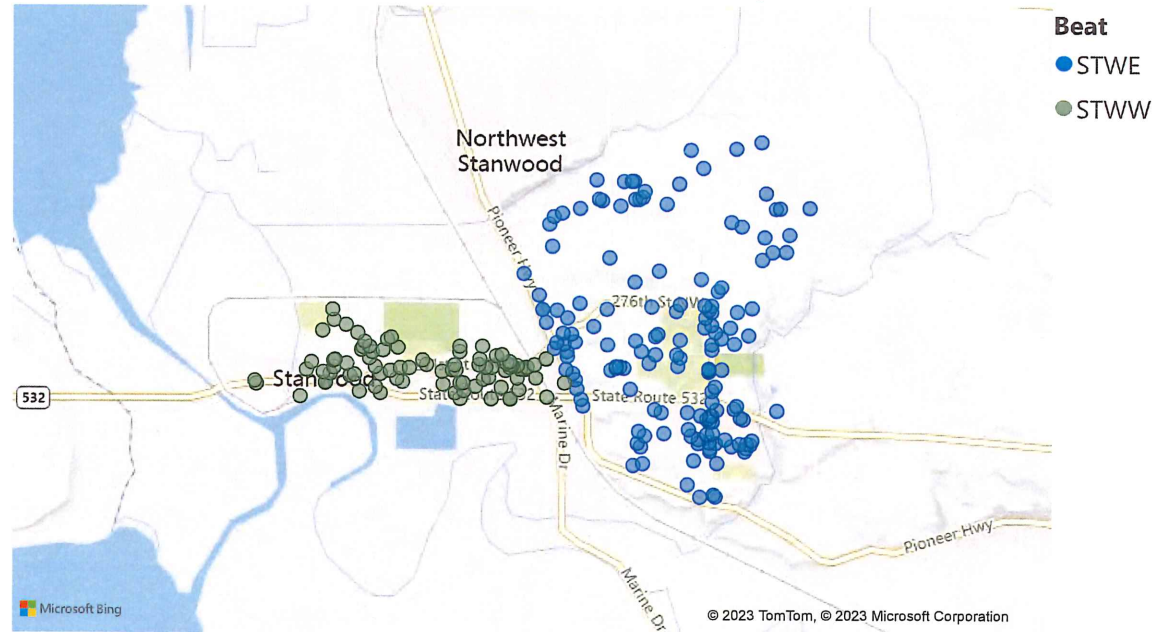


Total Incident Counts, Past 6 Full Months by Origination Type

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



All incidents Past 1 Month - excludes victim privacy concerning incidents

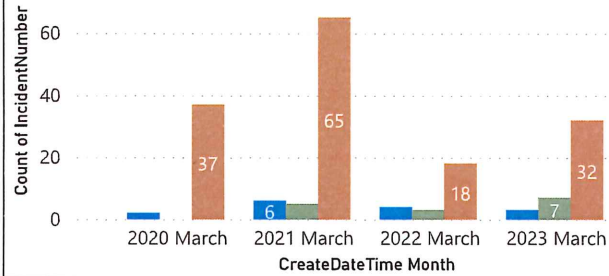




Previous Month Over Time

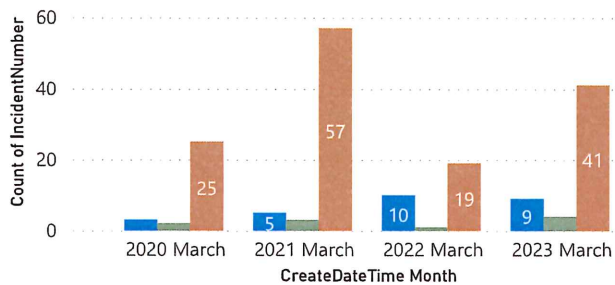
Stanwood West

IncidentType ● Collision ● DUI ● Traffic



Stanwood East

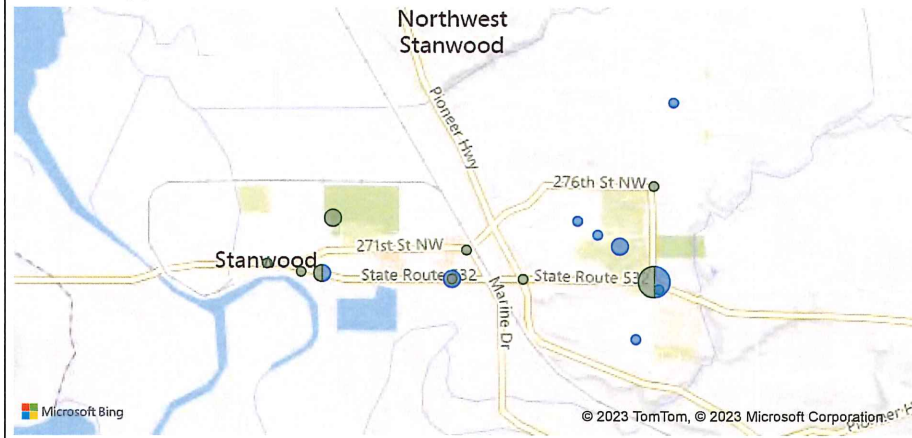
IncidentType ● Collision ● DUI ● Traffic



Collision, DUI, and Traffic INCIDENTS

Previous Month, Current Year

IncidentType ● Collision ● DUI

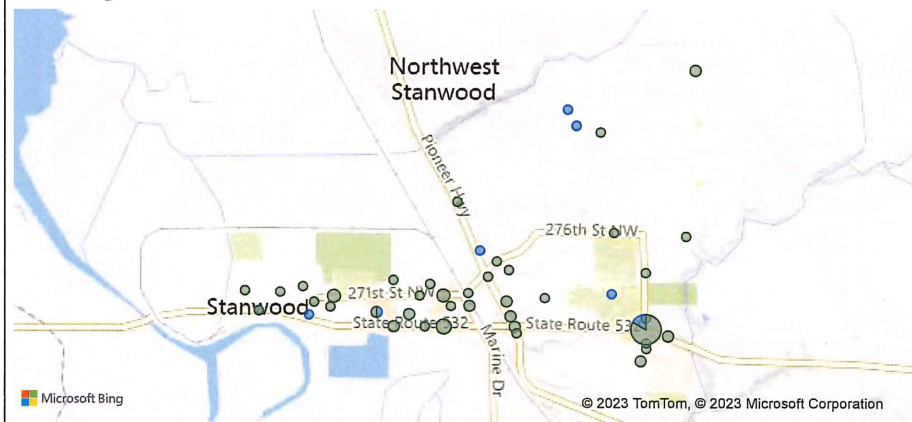


STWW & STWE

Year	Collision	DUI
2022		
October	25	4
November	17	2
December	11	7
2023		
January	9	9
February	7	10
March	12	11

Traffic - Previous Month, Current Year

Call Origination ● 911 call ● Officer-Initiated



STWW & STWE

Year	Traffic
2022	
October	39
November	82
December	65
2023	
January	54
February	109
March	73



Tickets - To Current Date, Current Year

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

of Tickets - This CY

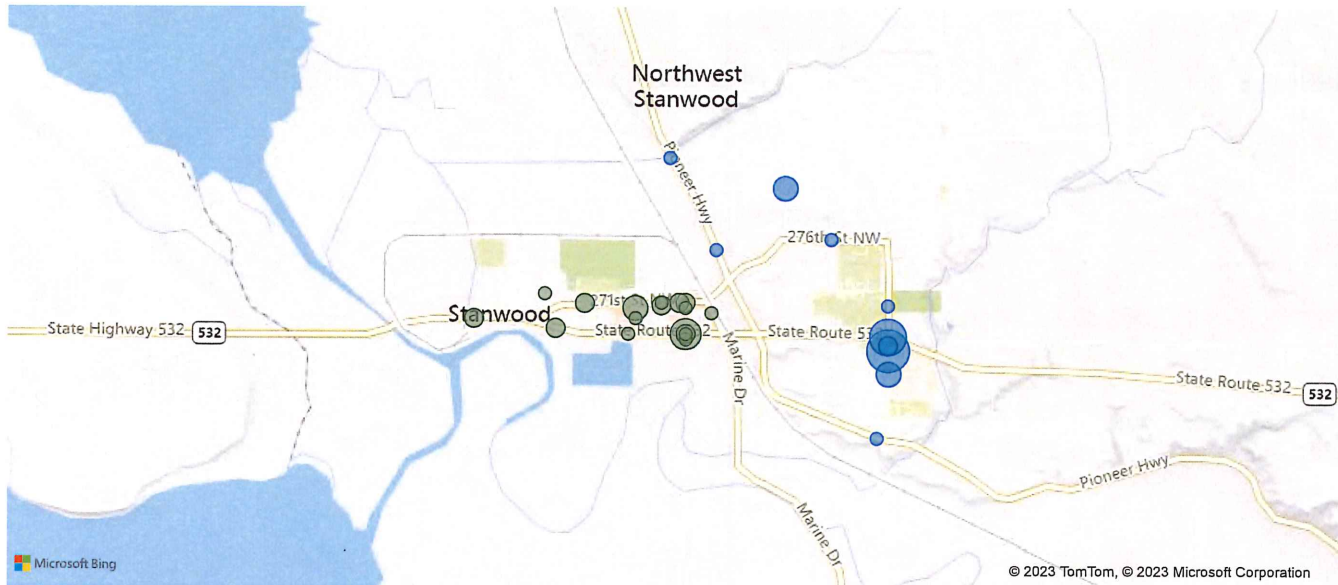
37

of Citations - This CY

53

Location of Citations this CY

Beat ● STWE ● STWW



Total Tickets

Month	2022	2023
January	4	10
February	8	26
March	8	16
April	2	1
May	9	
June	18	
July	22	
August	22	
September	19	
October	6	
November	14	
December	21	

How Many Tickets Had More than One Citation? 2022 to present

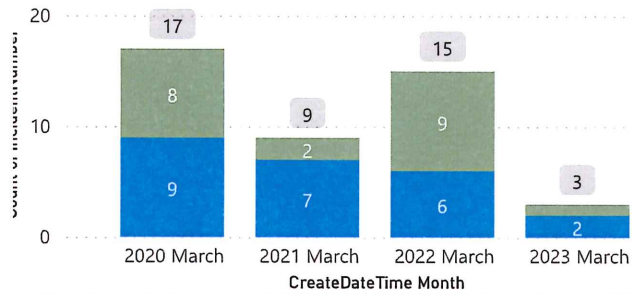
47



Alarms

Alarms

Beat ● STWE ● STWW



Alarms that were False Alarms

Beat ● STWE ● STWW



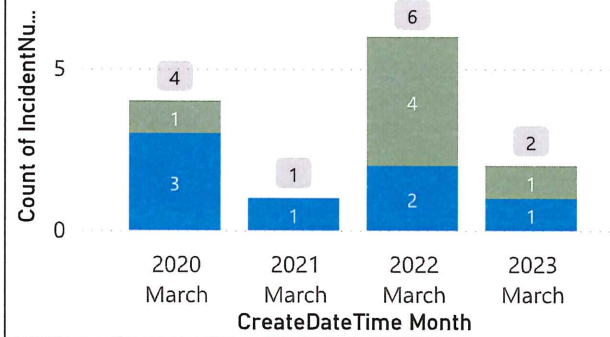
STWW & STWE

Year	Alarm
2022	October 13
	November 14
	December 16
2023	January 13
	February 17
	March 3

Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW



STWW & STWE

Year	Abandoned Vehicle
2022	October 6
	November 3
	December 1
2023	January 4
	February 1
	March 2

Abandon Vehicles Past Calendar Month, ThisYear

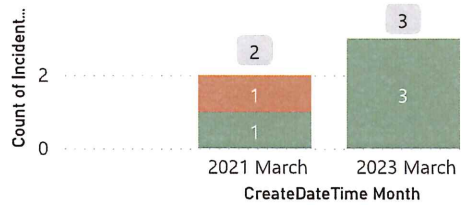
Beat ● STWE ● STWW



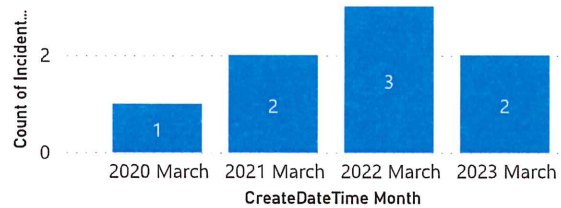


Stanwood West

IncidentType ● BHC ● Suicide

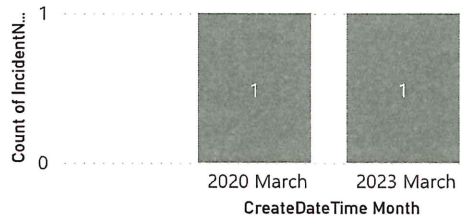


IncidentType ● Welfare Check



Death Investigations - STWW

IncidentType ● Death



Year BHC

2022	
October	1
November	6
December	6
2023	
February	2
March	3

Year Welfare Check

2022	
October	3
November	1
December	6
2023	
January	5
February	3
March	2

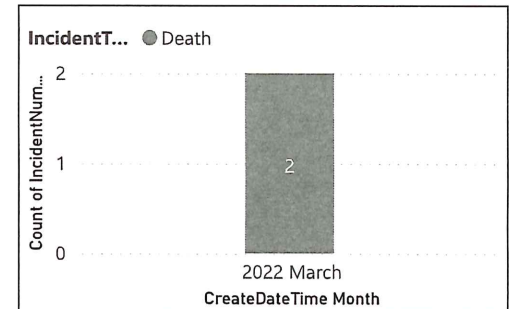
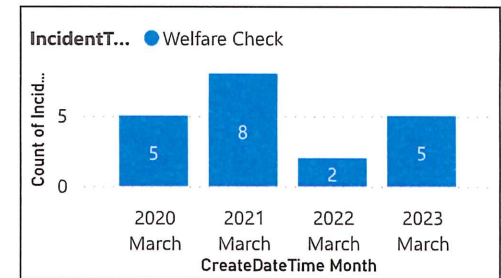
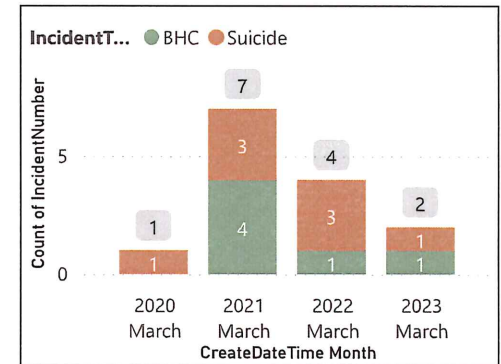
Stanwood East

Year BHC Suicide

2022		
October	1	1
November	3	
December	3	
2023		
January	5	
February	7	1
March	1	1

Year Welfare Check

2022	
October	4
November	8
December	5
2023	
January	8
February	5
March	5



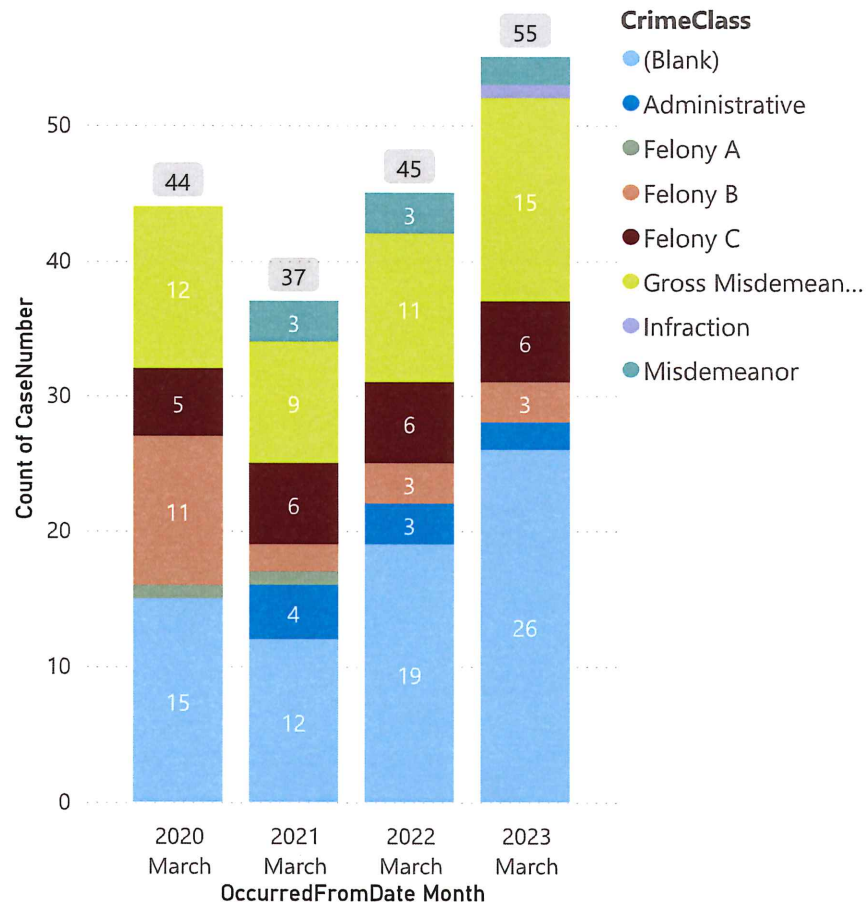


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

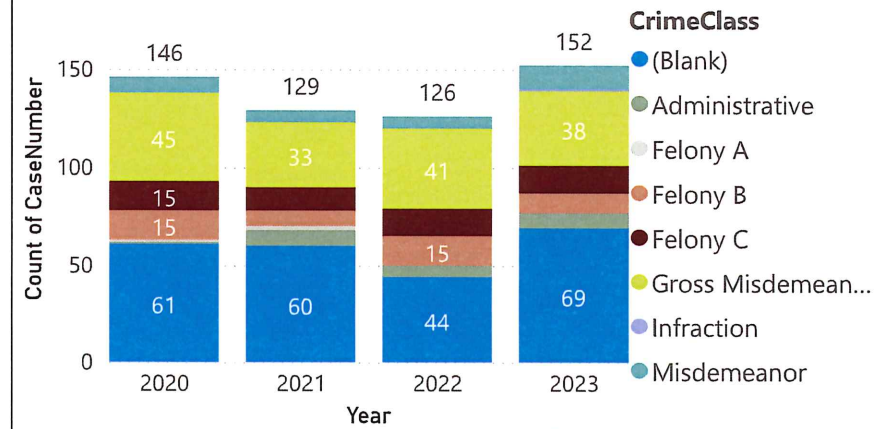
TOTAL CASES

IN THE STW BEAT

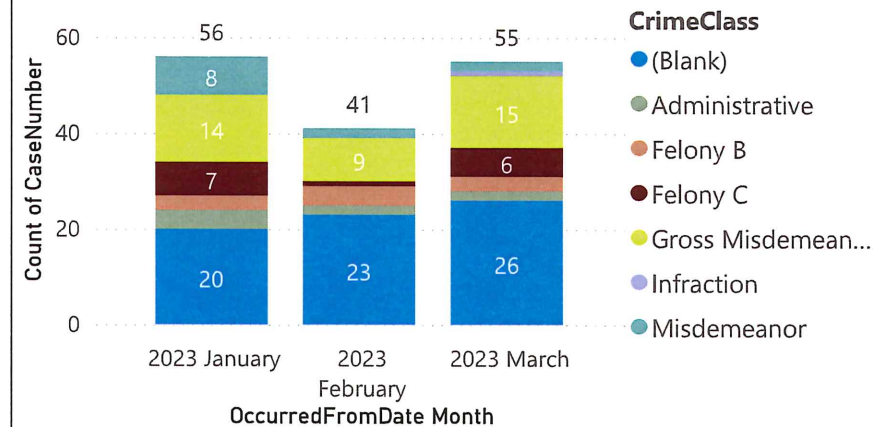
Cases, Previous Month, Yr over Yr



Case Count by Statute, Jan 1 - present, Yr over Yr



Case Count by Statute, Jan 1 - present, Current Year

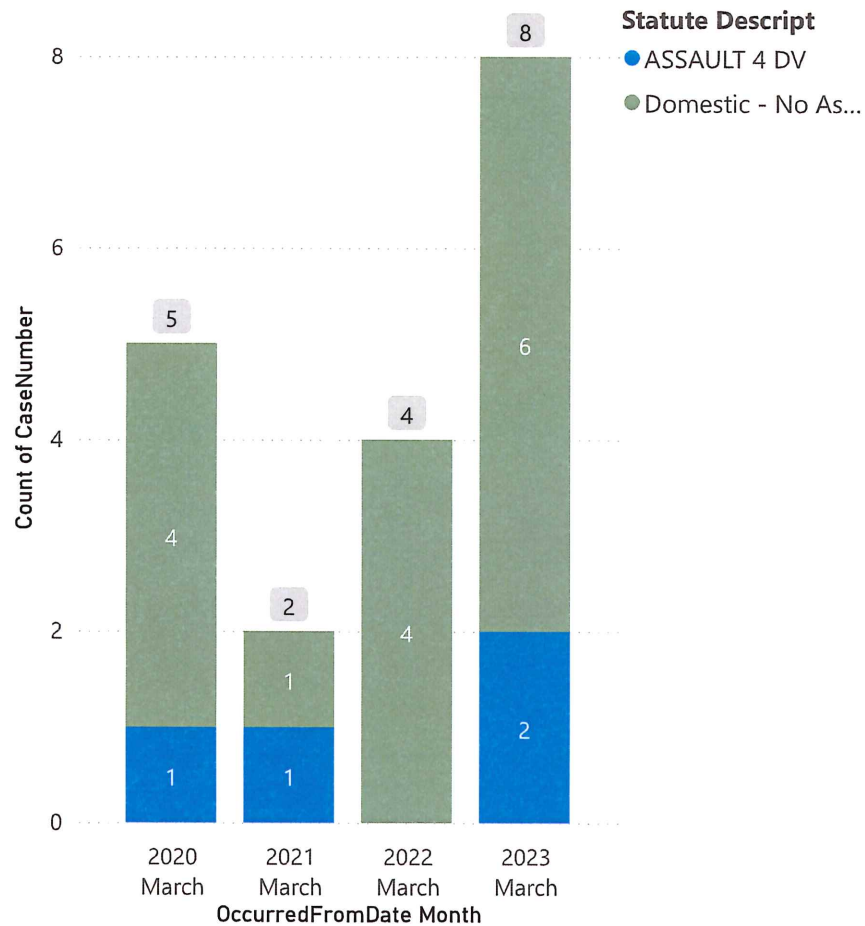


Domestic Related CASES

IN THE STW BEAT

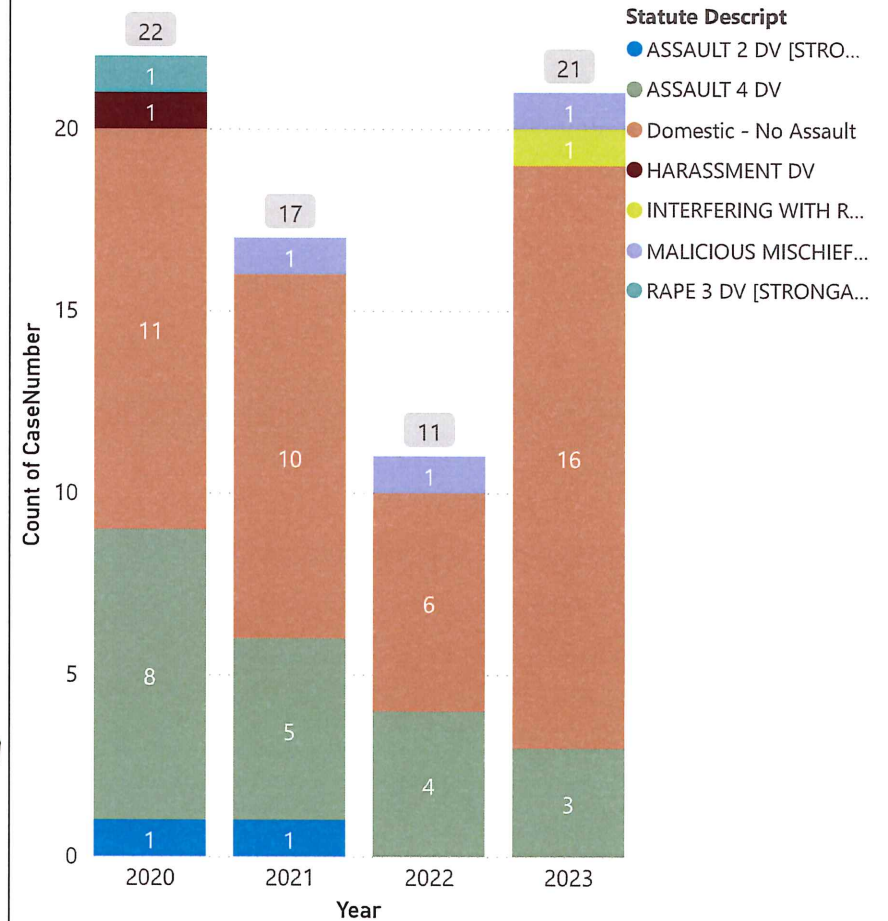
Previous Month Over Time

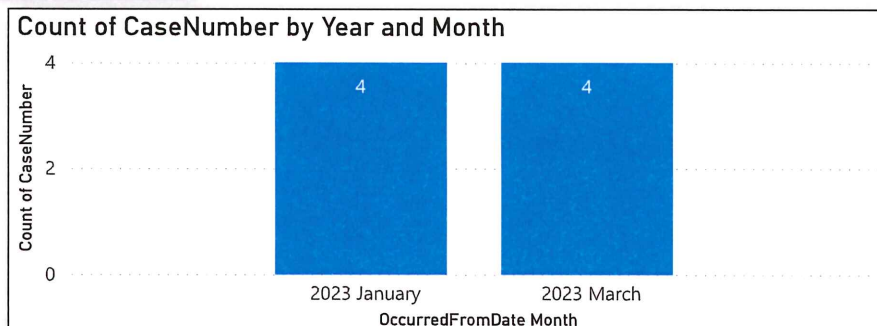
Count of CaseNumber by Year, Month and Statute Descript



To Date By Year

Count of CaseNumber by Year and Statute Descript







Auto Theft CASES

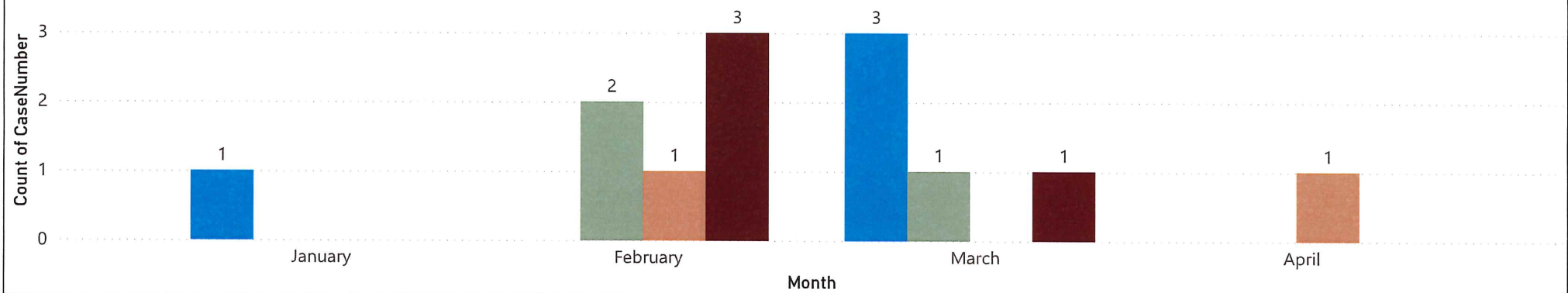
Past Six Calendar Months

Month ● February ● March



Jan 1 - Present, each year

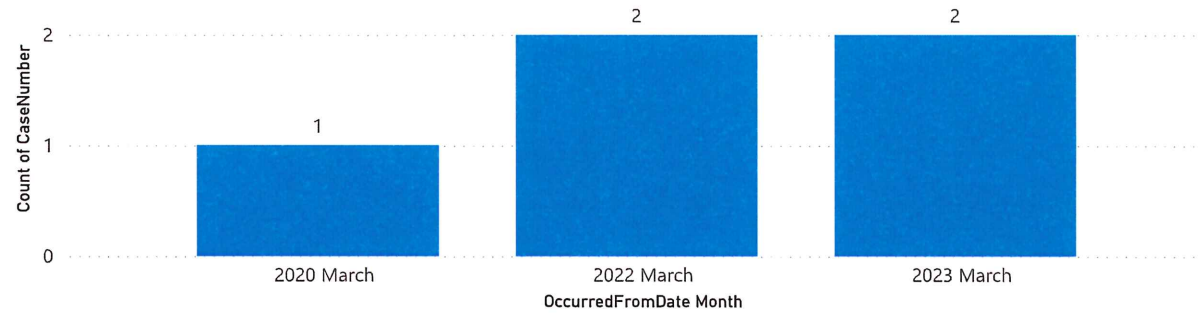
Year ● 2020 ● 2021 ● 2022 ● 2023





Vehicle Prowl CASES

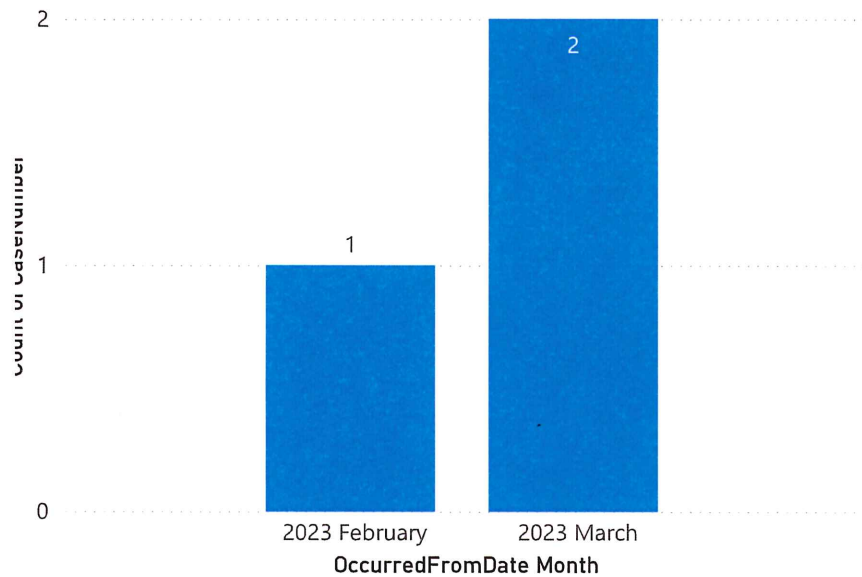
Count of CaseNumber by Year and Month



Jan 1 - Current Date, Current Year

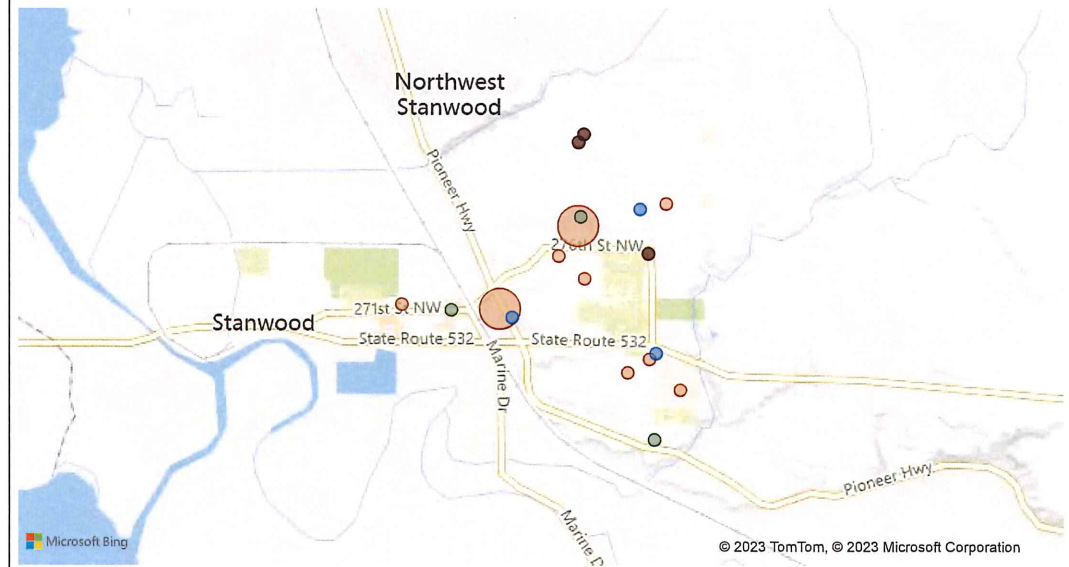
Year	Veh Prowl 2	Total
2020	3	3
2021	3	3
2022	11	11
2023	3	3

Count of CaseNumber by Year and Month



Count of CaseNumber by Year, Lat and Lon

Year ● 2020 ● 2021 ● 2022 ● 2023

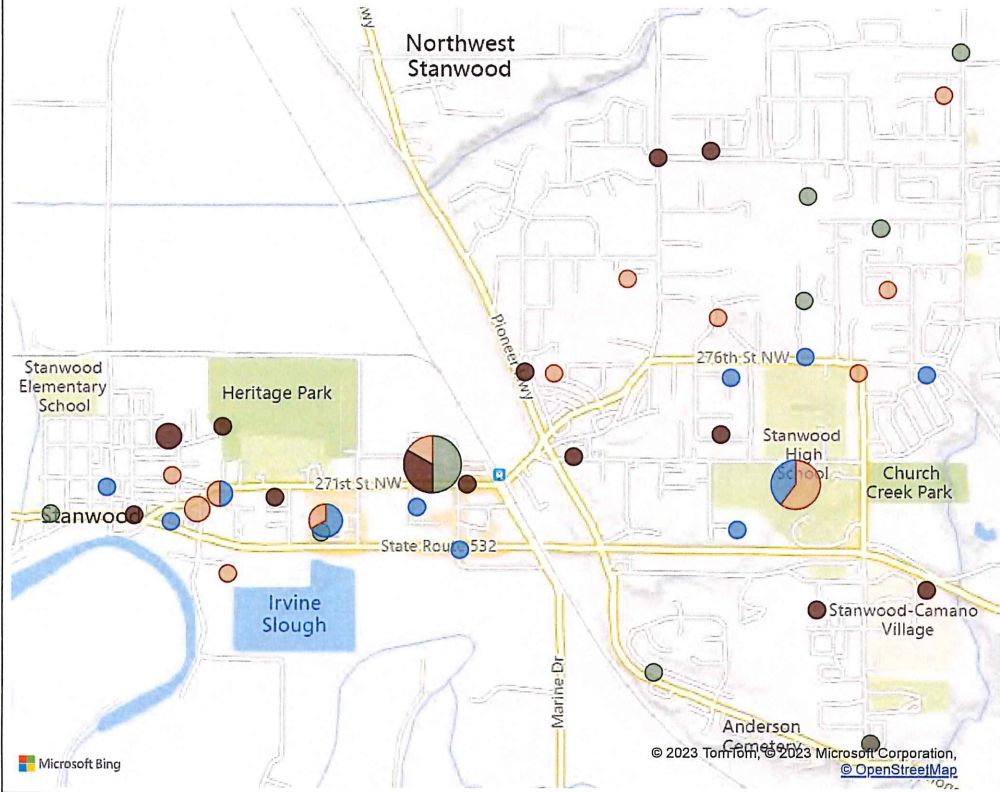




Theft CASES

Count of CaseNumber by Year, Lat and Lon

Year ● 2020 ● 2021 ● 2022 ● 2023



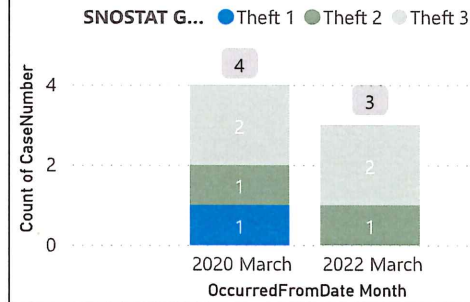
Jan 1 - Current Date

Beat	2020	2021	2022	2023
STWE	6	5	9	5
STWW	7	5	7	6
Total	13	10	16	11

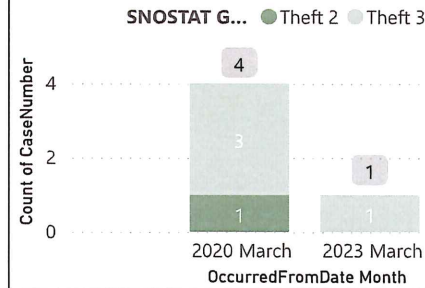
Current YTD

Year	STWE	STWW
▼		
2023		
March	1	
February	1	3
January	3	3

Stanwood West



Stanwood East





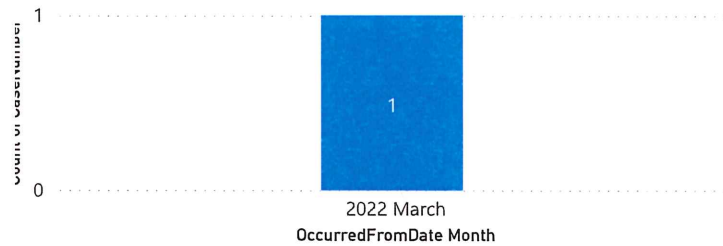
Burglary CASES

Jan 1 - Current Date

Year	STWE	STWW
2020	1	1
2021	1	1
2022	3	3
2023	2	

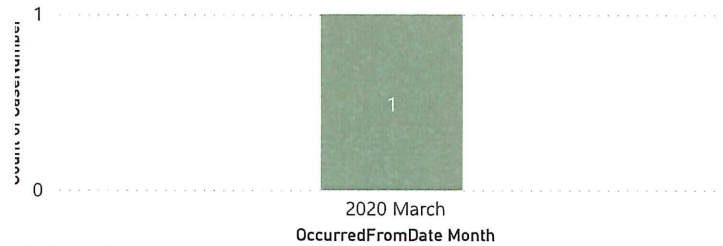
Stanwood West

SNOSTAT Group ● Burg 2 - Commercial



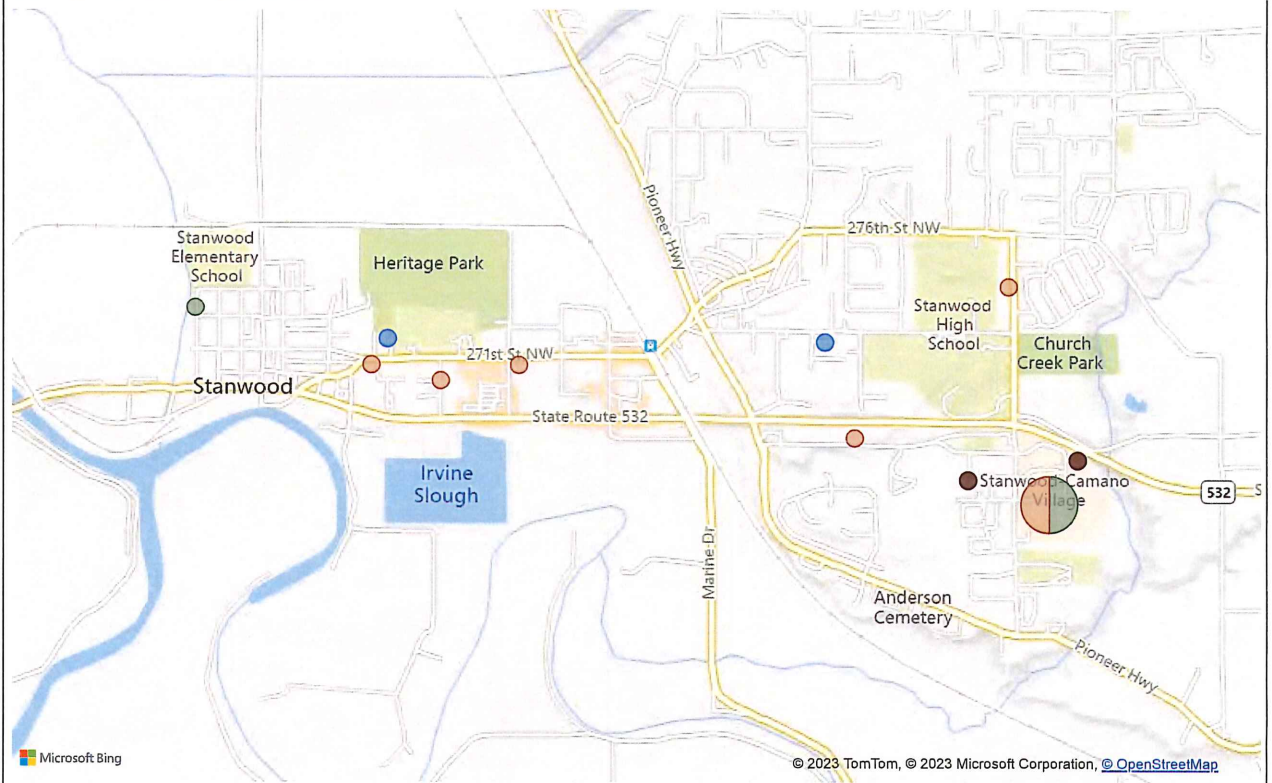
Stanwood East

SNOSTAT Group ● Burg - Residential



Count of CaseNumber by Year, Lat and Lon

Year ● 2020 ● 2021 ● 2022 ● 2023



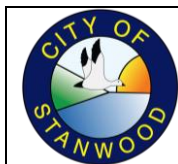


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a
DATE: April 27, 2023
SUBJECT: PTAC Meeting Minutes
CONTACT PERSON: Carly Ruacho
ATTACHMENTS: A – March 20, 2023 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 20, 2023 PTAC minutes are attached to this staff report for approval as presented. These minutes were approved at the April 17, 2023 PTAC Meeting.



Parks and Trails Advisory Committee Meeting Minutes March 20, 2023

Call to Order: 3:02 call to order

Roll call:

Cathy Wooten
Matt Withers
Lisa Bruce
Dave Hall
Gordy Holmes
Judy Williams
Meagen Watne

Staff Present:

Carly Ruacho, Parks Planning Manager
Kevin Pellham, Engineering Technician
Patricia Love, Community Development Director
Kevin Hushagen, Public Works Director

Absent: none

Citizens Present: Peter Kamb

Citizen Comments: none

Approval of January 2023 PTAC Minutes: Minutes approved as written

Matt Withers moved to approve the February 21, 2023, meeting minutes as written, Second by Cathy Wooten. Motion carried unanimously.

Item 4: New Member Introduction

Carly introduced Meagen Watne as the new PTAC member, appointed by the Mayor and certified by City Council at their February 23, 2023 meeting. Carly summarized Meagan's background and interest in Stanwood parks and trails from her letter of interest and the other members welcomed Meagen to the group.

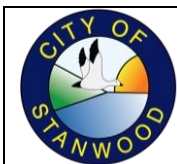
Item 5: Downtown Park Narrative/Naming Update

Community Development Director, Patricia Love presented some concept level design options for the new downtown park. Previous comments by other committees included a gazebo, seating, and space for the holiday tree. PTAC members also voiced the need for seating and also expressed the desire to have at least one small play element for children. The committee expressed the desire to keep the design consistent with a railroad theme and suggested looking at Jennings Park in Marysville for a similar train themed play element.

Patricia reported that the PTAC recommendation for the downtown park naming as "Railroad Park" will be submitted to the City Council for their approval at the April 13, 2023, meeting.

Item 6: Public Farm Project Update

Project proponent Andrew Davis presented an updated concept summary for his public farm proposal at the Ovenell Farm property. He discussed his plans for a greenhouse and potting shed as well as farm plot and raised garden beds. The pilot project would include up to 10 participants in once per week classes with larger groups on occasion for tours/education. Andrew reported that the Stanwood/Camano Food Bank will be the Farm's fiscal sponsor and will handle the administration of



Parks and Trails Advisory Committee Meeting Minutes March 20, 2023

any funds and also provide insurance for the Farm participants. Andrew presented his planting plan and crop estimates, as well as the project values and goals and outreach plans. He also presented his proposed timeline which starts classes in April. Andrew asked for PTAC support to allow a one-year lease for the farm project.

Judy Williams moved to support the Stanwood Public Farm project at Ovenell Park based on the summary plan of action documents provided at the March 20, 2023, PTAC meeting and recommend city council approve a one-year lease provided there is an approved contract with the Stanwood Camano Food Bank that includes liability insurance coverage. Second by Gordy Holmes. Motion carried unanimously.

Item 7: Skate Park Design and Contract

Carly presented the design for the improvements to the skate park at Heritage Park. The Committee reviewed the proposal to complete phase 2 of the skate park as originally designed in 2013 with 23 new modular components to be located on the existing pad and some rearranging of the existing facility as well as maintenance of the existing component including repainting. Carly reported the cost of the project as below the budgeted amount of \$175,000 due to a discount received through a cooperative purchase agreement and informed the Committee that the work is scheduled to be completed in late June/early July. The Committee was in support of moving forward with the skate park upgrades as proposed.

Item 8: Park/Trail Updates

The committee discussed parks and trail updates including pickleball court construction at Church Creek and Heritage Parks with concrete/asphalt scheduled to go in next week. Baseball field improvements at Church Creek Park have wrapped up. No play will be allowed through at least April first and longer if necessary to allow the grass to establish. Staff and consultant are working to finalize the Hamilton Park design and bid documents. Construction is still expected to occur this year, but current funding may not cover all planned components of the project. Utilities, restrooms and labyrinth pavers may need to be funded separately or removed from the scope of the project. Staff is still hopeful to move forward with covered dugouts at Heritage Park and is looking for ways to cover the budget gap.

Item 9: Committee Comments

Meagen – excitement for public farm proposal.

Judy – is excited that the City is moving forward with so many projects after so many years of planning and thanked staff for all the hard work.

Cathy – commented regarding concern over the skate park/pickleball proximity and potential conflicts. Proposed that a timeframe could be instituted where no pickleball would be allowed, possibly during after school hours.

Lisa added that a sign could be posted at the pickleball courts to remind folks that the skate park was there first. She also commented that we need to be mindful of providing space for teens to be teens.

Dave – commented that he believes skatepark users should be held to acceptable public park behavior. He also commended the group for the action supporting the public farm proposal as it is something tangible that the community can see is happening at Ovenell. It's temporary, but it benefits the food bank and the community as a whole.

Adjourn: 5:03PM

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: April 27, 2023

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – March 13, 2023 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 13, 2023 Planning Commission Meeting are attached to this staff report for approval as presented. These minutes were approved at the April 10, 2023 Planning Commission Meeting.



Planning Commission
Meeting Minutes
March 13, 2023 – 6:30 pm

Call to Order: 6:31 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Justin Burns, Commissioner
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Tansy Schroeder, City Planner
Audrey Rotrock, Associate Planner

Absent: Robert Hicks - excused

Also known to be present: Chris Castner (online), Ronald Post, Patricia Post, Nanse Castner, David Wells, Don Wells, Paul Schonberg, Ry McDuffy

Public Requests and Comments:

None

Approval of Minutes:

The minutes from the February 13, 2023 Planning Commission meeting were unanimously approved.

New Business:

Public Meeting: Westchester Preliminary Planned Residential Development

A public meeting was held for the Westchester Preliminary Planned Residential Development (PRD). The applicant is proposing to construct a 122-lot single-family planned residential development. The project will consist of 86 detached single-family residences, 20 cottage units, and 16 duplexes. The project is located northeast of the intersection of 80th Avenue NW and 280th Street NW. The site consists of two parcels for a total of approximately 18.91 acres zoned Traditional Neighborhood (TN) and one parcel approximately three acres zoned Single Family Residential 9.6 (SR 9.6). Resident vehicular access to the site will be from 80th Avenue NW and will connect to the proposed Bakerview PRD to the east and Summerset Division II PRD to the southeast. The proposed community will include open space tracts, storm water management, and street and landscaping improvements.

Commissioner Questions & Comments

- How big are the cottages? The cottages will be 1,200 square feet.
- What does “moving the wetland” entail? There are two wetlands on the property. One of the wetlands will be left as open space and the other wetland will be enhanced. Enhancements of the second wetland will equal three times the size of the first wetland and will ensure that no net loss of ecological function in the area will occur.
- Are wetlands considered open space? The answer depends on the zoning type. The Traditional Neighborhood (TN) zone allows wetlands to be considered as open space. Staff will be having further discussions with the developer on this topic.



Planning Commission Meeting Minutes March 13, 2023 – 6:30 pm

- Stormwater will be retained in a separate detention pond from the wetlands, instead of an underground vault. The detention pond will be on land tract 998.
- How will elevation changes on the property be dealt with? Elevations will be accommodated through the road system, stair-steps between lots, and some of the home foundations themselves will accommodate the elevations. Overall, the site does not have significant elevation changes.
- What is the total cut and fill of the project? There will be around 30,000 square feet (SF) of cut and 30,000 SF of fill.
- What are the heights of retaining walls that will abut adjacent properties? The maximum height will be four feet, but it is unlikely that there will be the need for any retaining walls.
- What are the School Districts plans for schools to accommodate more students from this development? The city is actively meeting with the school district, and they have said this development will not stress the capacity of local schools.
- What are the road widths for this project? All streets, except alleys, need to have a minimum of two 10-foot wide travel lanes and one 8-foot wide parking strip for a total paved width of 28'. For the most part, the development will have driveways and garages for parking and on-street parking will be on one side only. The cottages will be alley loaded.
- 80th Avenue NW improvements will include sidewalks, half street improvements, grind and overlay, and a bike lane.
- What is the water source for the wetland that will be moved? The wetlands on this property are depressional wetlands that receive water from rain and/or groundwater. Enhancement of the wetlands will also improve the function of it.
- Landscaping will be with street trees and open space trees.
- Will there be electric vehicle (EV) charging areas in this development? The code requires all new residential units to be EV ready. There currently are no code requirements for additional charging stations.

Public Comments & Questions

- Ronald Post - How will this development impact neighboring homes sewer systems? Consultants are reviewing the project to see what will be required. Developers are required to fund the infrastructure for their sewer systems. Nearby residents will be able to hook up to the new infrastructure if desired or necessary. This will also be the case for gas lines and cable.
- Nance Castner – Will construction vehicles damage driveways of neighboring homes? The developer will eventually replace current neighboring driveways. During construction, they will work with homeowners to minimize inconveniences.
- Patricia Post – How wide will the drives/roads be? All new public streets will have sidewalks on both sides of the road. Streets will have 2 twelve-foot travel lanes, curbs and gutters, 2 five-foot sidewalks, 2 five-foot landscape strips, and an 8-foot parking strip. The new homes will have driveways at a minimum of 20 feet. Some existing ditches may have to be moved.
- Ronald Post – Will 80th Street be re-addressed? It is unknown at this time, but staff will keep neighbors updated if/when it will happen. When addresses within the city are changed, staff notifies all necessary agencies such as the fire department, the post office, and all emergency services.



Planning Commission Meeting Minutes March 13, 2023 – 6:30 pm

- Nance Castner – Has the loss of wildlife been considered with this project? By keeping developments within city limits, it in turn protects wildlife outside city limits in more rural areas.
- Patricia Post – Will there be a small park on the southwest part of the property? This area will be single family homes and duplexes.
- Nance Castner – Is there a start date for this project? Currently there is no official start date. The developer hopes to have the Public Hearing in late June to early July, and break ground in August. These dates are estimates.

Old Business:

International Property Maintenance Code:

City staff asked the Planning Commissioners to consider adopting the International Property Maintenance Code (IPMC) which emphasizes protection of health, safety and welfare while providing code requirements that are enforceable in the diverse types of buildings that exist. Adoption of the Property Maintenance Code is optional, not mandated by the State, and is enforced by the City's Code Enforcement Officer. The IPMC applies to all existing structures, including residential and nonresidential property and addresses the following:

1. Administration, enforcement, and penalties associated with the code.
2. Determination and assignment of responsibility for code compliance among the owner, operator, and occupant of a property.
3. Minimum property maintenance conditions for existing structures and premises in regard to structural safety, sanitation, health, and comfort.
4. Regulating the use of existing dwelling through the establishment of occupancy limitations.
5. Maintenance of egress and fire safety, with appropriate references to the International Fire Code.

Commissioner Questions & Comments

- Will the adoption of the International Property Maintenance Code assist the Code Enforcement Officer with performing his enforcement duties? Adoption of this code will give the Code Enforcement Officer a step-by-step guide to handle these issues. If adoption of this code creates a higher case load, the city may consider adding staff if necessary to accommodate.
- Adding this code augments what is already in place and provides the tools to enforce repairs.
- The Planning Commissioners unanimously support moving the International Property Maintenance Code forward to the City Council.

Municipal Code Draft Titles 9 and 13

The next batch of Municipal Code Amendments is Title 9 – Public Peace, Morals, and Safety and Title 13 – Code Enforcement. These two Titles have been grouped together for review as they both address enforcement issues and have direct code correlations. The draft amendments delete outdated code citations and modernize by applying current best practices. It notes where new sections have been



Planning Commission Meeting Minutes March 13, 2023 – 6:30 pm

added or where moved. In general, these titles and chapters have been reorganized for better flow and readability with similar topics being grouped together.

Purpose of Titles:

- Title 9: Public Peace, Morals, and Safety: Title 9 contains the laws and regulations enforced by the City's Police Department.
- Title 13: Code Enforcement: Title 13 contains the code enforcement procedures generally applied to the remaining municipal code titles including zoning and development standards. The Building Official is the City's Code Enforcement Officer.

The Planning Commissioners unanimously support moving this SMC Draft Titles 9 and 13 forward to the City Council.

Miscellaneous Business:

Capital Improvements Project List and Survey

During the February 13, 2023 Planning Commission meeting, staff asked the Commissioners to think about areas of Stanwood that need maintenance or improvements, such as roads, sidewalks, and parks that should be added to the Capital Improvements Project List. They were asked to bring these ideas back to the March Planning Commission meeting. Below are the Commissioners thoughts and comments.

- The roundabout at 284th Street NW and 80th Avenue NW needs improvements.
- Consider adding a roundabout at 272nd Street NW and 72nd Avenue NW. This area gets congested with traffic from SR 532 and the High School. The 276th Street NW and 72nd Avenue intersection also gets very congested.
- Traffic and parking in the Cedarhome Elementary area gets congested and is a potentially dangerous area for students and other pedestrians.
- Streetlights are needed in multiple areas around the city.
- Sidewalks are needed in many places throughout the city.
- Add a sidewalk in front of Heritage Park and larger trees to buffer the wind.
- Speeding is a concern on 284th Place NW.
- Raised crosswalks could double as speed bumps.
- Church Creek Estates has speed bumps. The city could use this neighborhood as a case study for the effects they have on speeders.
- Install a walking bridge over SR 532 at 72nd Avenue NW.
- Reduce the number of trees and/or trim the trees at Church Creek Park, the dark shade makes the park uninviting for families.
- Extend Port Susan walking trails.
- Repair the brick road in west downtown and Cedarhome Drive.
- Add a roundabout at Viking Village & SR 532.
- The new Cedarside Commons Development will add more traffic to the already congested area near the high school. Prioritize this area.
- Obtain additional property at Church Creek Park to expand walking trails on the other side of the creek.



Planning Commission Meeting Minutes March 13, 2023 – 6:30 pm

- Add to the trail system near the movie theater and add a park. This could benefit the people living and working in the area.
- Add a sidewalk along SR 532 to the fairgrounds.
- Improve pedestrian walkway on SR 532 between Haggen's (72nd Avenue NW) and downtown Stanwood for walkers. Or consider adding a trail between Haggen's and downtown for people to stay off the highway.
- Add a sidewalk in front of Cedarhome Market instead of the wide shoulder that is currently there.
- Create a park at the water towers.
- Connect Church Creek Park and Heritage Park via a trail system.
- The stairs along the side of Cedarhome Drive (brick road area) need repair.
- Splash pad.
- Add a looping trail system around Heritage Park.
- Improve the wetland area at Heritage Park, it is uninviting.
- Consider a rails-to-trails program for the railroad track across from Heritage Park.
- Add trails on the dike.
- Small boat access near Hamilton Park.

Recent Council Action on Commission Items:

- Final adoption of Stanwood Municipal Code Titles 1, 2 & 4 at City Council on March 23, 2023.

Upcoming Items:

- Comprehensive Plan Land Use Element
- Draft Housing Action Plan

Adjourn: 8:37 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: April 27, 2023
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – April 10, 2023 Meeting Minutes

SUMMARY STATEMENT

Minutes from the April 10, 2023 Public Works Committee meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
April 10, 2023

Attendance:

Councilmembers: Darren Robb, Dani Gaumond

Councilmembers Absent: Tim Pearce

City Staff: Kevin Hushagen Public Works Director, Shawn Smith City Administrator, Carly Ruacho Parks Manager, Amanda Slattery Public Works Office Specialist

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website at [Agenda Center](#).

Call to order at 5:30 pm

Agenda-**1. Rental of Ovenell park for use as a community garden entitled Stanwood Public Farm.**

Andrew Davis went over his idea to have a community garden entitled a Stanwood Public Market. He is wanting to lease space at Ovenell Park to plant the garden and have a greenhouse. The garden will be maintained by Andrew and local volunteers. The food that is grown would be donated to the Stanwood Food Bank to help families in need.

The Public Works Committee was in favor of taking a lease agreement between Andrew Davis and The City of Stanwood to lease an area of Ovenell Park to council on March 27th, 2023.

Public Works Director Kevin Hushagen went over project updates for the 24 projects Public Works is currently working on.

Adjourn: 7:00 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: April 27, 2023

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 36782 through 36850 and electronic fund transfers in the amount of \$329,074.05. Approve issuance of Washington Federal payroll benefit checks 2116 through 2128 and electronic fund transfers in the amount of \$366,897.54.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 36782 THROUGH 36850 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$329,074.05. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL BENEFIT CHECKS 2116 THROUGH 2128 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$366,897.54.

CHECK REGISTER

City Of Stanwood

Time: 10:00:49 Date: 04/12/2023

03/29/2023 To: 04/12/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1539	04/03/2023	Claims	3	EFT	Heartland Payment Systems	158.60	March 2023 Merchant Fees
1546	04/04/2023	Claims	3	EFT	Chase Paymentech	2,312.93	March Paymentech Fee
1547	04/07/2023	Payroll	3	EFT		4,556.18	March 2023 Payroll
1548	04/07/2023	Payroll	3	EFT		4,771.46	March 2023 Payroll
1549	04/07/2023	Payroll	3	EFT		4,200.39	March 2023 Payroll
1550	04/07/2023	Payroll	3	EFT		2,483.24	March 2023 Payroll
1551	04/07/2023	Payroll	3	EFT		2,781.39	March 2023 Payroll
1552	04/07/2023	Payroll	3	EFT		470.40	March 2023 Payroll
1553	04/07/2023	Payroll	3	EFT		3,312.37	March 2023 Payroll
1554	04/07/2023	Payroll	3	EFT		3,745.29	March 2023 Payroll
1555	04/07/2023	Payroll	3	EFT		7,768.06	March 2023 Payroll
1556	04/07/2023	Payroll	3	EFT		4,266.19	March 2023 Payroll
1557	04/07/2023	Payroll	3	EFT		2,528.37	March 2023 Payroll
1558	04/07/2023	Payroll	3	EFT		3,539.94	March 2023 Payroll
1559	04/07/2023	Payroll	3	EFT		3,371.26	March 2023 Payroll
1560	04/07/2023	Payroll	3	EFT		3,439.13	March 2023 Payroll
1561	04/07/2023	Payroll	3	EFT		490.40	March 2023 Payroll
1562	04/07/2023	Payroll	3	EFT		4,256.67	March 2023 Payroll
1563	04/07/2023	Payroll	3	EFT		3,842.96	March 2023 Payroll
1564	04/07/2023	Payroll	3	EFT		7,224.16	March 2023 Payroll
1565	04/07/2023	Payroll	3	EFT		5,723.67	March 2023 Payroll
1566	04/07/2023	Payroll	3	EFT		1,850.03	March 2023 Payroll
1567	04/07/2023	Payroll	3	EFT		2,339.97	March 2023 Payroll
1568	04/07/2023	Payroll	3	EFT		5,946.47	March 2023 Payroll
1569	04/07/2023	Payroll	3	EFT		5,295.44	March 2023 Payroll
1570	04/07/2023	Payroll	3	EFT		4,125.59	March 2023 Payroll
1571	04/07/2023	Payroll	3	EFT		490.49	March 2023 Payroll
1572	04/07/2023	Payroll	3	EFT		3,632.02	March 2023 Payroll
1573	04/07/2023	Payroll	3	EFT		490.49	March 2023 Payroll
1574	04/07/2023	Payroll	3	EFT		4,340.97	March 2023 Payroll
1575	04/07/2023	Payroll	3	EFT		440.68	March 2023 Payroll
1576	04/07/2023	Payroll	3	EFT		2,507.28	March 2023 Payroll
1577	04/07/2023	Payroll	3	EFT		3,275.35	March 2023 Payroll
1578	04/07/2023	Payroll	3	EFT		1,329.75	March 2023 Payroll
1579	04/07/2023	Payroll	3	EFT		1,595.52	March 2023 Payroll
1580	04/07/2023	Payroll	3	EFT		3,916.48	March 2023 Payroll
1581	04/07/2023	Payroll	3	EFT		490.49	March 2023 Payroll
1582	04/07/2023	Payroll	3	EFT		3,485.76	March 2023 Payroll
1583	04/07/2023	Payroll	3	EFT		5,226.40	March 2023 Payroll
1584	04/07/2023	Payroll	3	EFT		490.40	March 2023 Payroll
1585	04/07/2023	Payroll	3	EFT		5,106.02	March 2023 Payroll
1586	04/07/2023	Payroll	3	EFT		4,466.86	March 2023 Payroll
1587	04/07/2023	Payroll	3	EFT		5,742.39	March 2023 Payroll
1588	04/07/2023	Payroll	3	EFT		4,618.73	March 2023 Payroll
1589	04/07/2023	Payroll	3	EFT		2,124.18	March 2023 Payroll
1590	04/07/2023	Payroll	3	EFT		4,922.16	March 2023 Payroll
1591	04/07/2023	Payroll	3	EFT	HSA Bank	899.00	Pay Cycle(s) 04/07/2023 To 04/07/2023 - HSA Contributions ER; Pay Cycle(s) 04/07/2023 To 04/07/2023 - HSA Contr EE
1592	04/07/2023	Payroll	3	EFT	Internal Revenue Service (941)	73,025.50	941 Deposit for Pay Cycle(s) 04/07/2023 - 04/07/2023
1593	04/07/2023	Payroll	3	EFT	WA St Department Of Retirement Systems	50,408.02	Pay Cycle(s) 04/07/2023 To 04/07/2023 - PERS2; Pay Cycle(s) 04/07/2023 To 04/07/2023 - PERS 3; Pay Cycle(s) 04/07/2023 To 04/07/2023 - 457 - DRS (DCP)
1626	04/06/2023	Claims	3	EFT	US Bank	4,734.71	4485 5945 5564 1495
1670	04/05/2023	Claims	3	EFT	Xpress/Bill Pay	577.37	March Fees

CHECK REGISTER

City Of Stanwood

Time: 10:00:49 Date: 04/12/2023

03/29/2023 To: 04/12/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1594	04/07/2023	Payroll	3	2116	AFLAC	221.39	Pay Cycle(s) 04/07/2023 To 04/07/2023 - AFLAC, Pre-Tax; Pay Cycle(s) 04/07/2023 To 04/07/2023 - AFLAC, Post-Tax
1595	04/07/2023	Payroll	3	2117	AWC Employee Benefit Trust	23,949.34	Pay Cycle(s) 04/07/2023 To 04/07/2023 - AWC - Health First 250; Pay Cycle(s) 04/07/2023 To 04/07/2023 - AWC- Dental J; Pay Cycle(s) 04/07/2023 To 04/07/2023 - AWC - Vision; Pay Cycle(s) 04/07/2023 To;
1596	04/07/2023	Payroll	3	2118	Colonial Life Insurance	66.75	Pay Cycle(s) 04/07/2023 To 04/07/2023 - Colonial Life Ins
1597	04/07/2023	Payroll	3	2119	Great-West Life & Annuity	4,720.00	Pay Cycle(s) 04/07/2023 To 04/07/2023 - 457 - Empower (Mass Mutual); Pay Cycle(s) 04/07/2023 To 04/07/2023 - Roth 457(b)Empower(MassMutual)
1598	04/07/2023	Payroll	3	2120	Legal Shield	74.00	Pay Cycle(s) 04/07/2023 To 04/07/2023 - Legal Shield
1599	04/07/2023	Payroll	3	2121	Mission Square	3,640.66	Pay Cycle(s) 04/07/2023 To 04/07/2023 - 457 - Mission Square Ret(ICMA)
1600	04/07/2023	Payroll	3	2122	Navia Benefits	505.00	Pay Cycle(s) 04/07/2023 To 04/07/2023 - Navia Limited FSA
1601	04/07/2023	Payroll	3	2123	Western Conference of Teamsters Pension Trust	2,866.88	Pay Cycle(s) 04/07/2023 To 04/07/2023 - WCTPP Contributions
1602	04/07/2023	Payroll	3	2124	Teamsters Union Local 231	1,786.00	Pay Cycle(s) 04/07/2023 To 04/07/2023 - Teamsters Dues
1603	04/07/2023	Payroll	3	2125	Washington Teamsters Welfare Trust	38,826.30	Pay Cycle(s) 04/07/2023 To 04/07/2023 - Teamsters Dental; Pay Cycle(s) 04/07/2023 To 04/07/2023 - Teamsters Medical
1680	04/07/2023	Payroll	3	2126	Dept of Labor and Industries	8,023.81	1ST Quarter L&I: 01/01/2023 - 03/31/2023
1681	04/07/2023	Payroll	3	2127	ESD - PFMLA	5,136.66	Pay Cycle(s) 01/01/2023 To 03/31/2023 - PFMLA
1682	04/07/2023	Payroll	3	2128	Employment Security Dept	1,726.78	1st Quarter Unemployment: 01/01/2023 - 03/31/2023
1444	03/29/2023	Claims	3	36782	Aramark Uniform Services Inc	125.50	937963000; 937963000
1445	03/29/2023	Claims	3	36783	Amy Bergemeier	26.07	City of stanwood
1446	03/29/2023	Claims	3	36784	Brim Tractor Company Inc	6,156.13	City of stanwood
1447	03/29/2023	Claims	3	36785	Camano Island Chamber of Commerce	2,000.00	City of Stanwood
1448	03/29/2023	Claims	3	36786	Databar Inc.	288.08	8952 City of stanwood
1449	03/29/2023	Claims	3	36787	Datafy LLC	7,500.00	City of Stanwood
1450	03/29/2023	Claims	3	36788	Kevin Davis	92.00	city of stanwood
1451	03/29/2023	Claims	3	36789	Dick's Towing, INC.	524.64	City of stanwood
1452	03/29/2023	Claims	3	36790	Edge Analytical Inc	264.00	STA01; STA01
1453	03/29/2023	Claims	3	36791	Hamilton Lumber LLC	262.21	66
1454	03/29/2023	Claims	3	36792	Judha of Lion Landscaping And Services L	96,621.20	City of Stanwood
1455	03/29/2023	Claims	3	36793	Lenz Enterprises Inc	138.53	City of Stawnoood; City of
1456	03/29/2023	Claims	3	36794	Lincoln Hill Retirement Community	10,000.00	City of Stanwood
1457	03/29/2023	Claims	3	36795	National Barricade Co LLC	469.13	City of stanwood
1458	03/29/2023	Claims	3	36796	O'Reilly Auto Parts	32.78	583338

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City Of Stanwood

Time: 10:00:49 Date: 04/12/2023

03/29/2023 To: 04/12/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1459	03/29/2023	Claims	3	36797	ODP Business Solutions, LLC	248.69	36274097; 36274097
1460	03/29/2023	Claims	3	36798	Owen Equipment Company Inc	68.08	36577
1461	03/29/2023	Claims	3	36799	PUD Of Snohomish County *	95.78	223656299
1462	03/29/2023	Claims	3	36800	Pape' Machinery	85.07	6109854
1463	03/29/2023	Claims	3	36801	Skagit Farmers Supply	32.77	135052
1464	03/29/2023	Claims	3	36802	Sno Co Treasurer	3.87	City of stanwood
1465	03/29/2023	Claims	3	36803	Snohomish County Treasurer	13.50	City of Stanwood
1466	03/29/2023	Claims	3	36804	Lisa Sokolik	439.36	city of stanwood
1467	03/29/2023	Claims	3	36805	Stanwood Ace	91.79	20013
1468	03/29/2023	Claims	3	36806	Stanwood Auto Parts	26.61	56100
1469	03/29/2023	Claims	3	36807	Stanwood City Utility	2,731.04	1241; 1271; 1328; 1332; 1348; 1473; 1573; 1587; 1675; 2416; 4916; 1674; 4252; 4724
1470	03/29/2023	Claims	3	36808	Stilly Auto Parts Napa	68.12	27197; 27197; 27197
1471	03/29/2023	Claims	3	36809	USA Bluebook	63.74	478228
1472	03/29/2023	Claims	3	36810	WAFD Insurance Group, Inc.	90.58	City of Stanwood
1473	03/29/2023	Claims	3	36811	Wave Broadband	152.42	3201-0316545-01
1627	04/06/2023	Claims	3	36812	Advantage Building Services	1,565.00	city of stanwood
1628	04/06/2023	Claims	3	36813	Aramark Uniform Services Inc	54.68	937963000
1629	04/06/2023	Claims	3	36814	Badger Meter Inc	451.40	460708
1630	04/06/2023	Claims	3	36815	Cascade Natural Gas Corp	2,130.90	608 440 0000 4; 022 201 7579 4; 127 540 0000 3; 839 440 0000 5; 498 440 0000 7; 931 607 9072 6; 953 540 0000 2
1631	04/06/2023	Claims	3	36816	Cascade Septic Pumping, LLC	751.80	City of STnawood
1632	04/06/2023	Claims	3	36817	ClearGov Inc.	27,325.00	City of Stanwood
1633	04/06/2023	Claims	3	36818	Databar Inc.	1,247.46	8952; 8952
1634	04/06/2023	Claims	3	36819	Dataquest, LLC	74.00	City of Stanwood
1635	04/06/2023	Claims	3	36820	Edge Analytical Inc	372.00	STA01
1636	04/06/2023	Claims	3	36821	Hamilton Lumber LLC	277.58	City of Stanwood 66; City of Stanwood 66; City of Stanwood #66
1637	04/06/2023	Claims	3	36822	Scott Justesen	92.00	City of Stanwood
1638	04/06/2023	Claims	3	36823	Kitsap Tractor & Equipment	29,140.49	City0031
1639	04/06/2023	Claims	3	36824	Lenz Enterprises Inc	114.14	City of Stanwood
1640	04/06/2023	Claims	3	36825	NC Machinery	1,217.94	0271520
1641	04/06/2023	Claims	3	36826	Navia Benefits	100.00	City of Stanwood
1642	04/06/2023	Claims	3	36827	PUD Of Snohomish County *	21,670.69	200128742; 200367373; 200592889; 200208858; 200633634; 200240505
1643	04/06/2023	Claims	3	36828	Pace Engineers, Inc	36,971.76	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1644	04/06/2023	Claims	3	36829	Pape' Machinery	38.55	6109854
1645	04/06/2023	Claims	3	36830	Perteet Inc.	54,267.50	City of Stanwood
1646	04/06/2023	Claims	3	36831	Petty Cash/ Marcy Mathis -Custodian	60.00	City of Stanwood
1647	04/06/2023	Claims	3	36832	Pitney Bowes Inc- Purchase Power *	665.08	8000-9090-0519-5677
1648	04/06/2023	Claims	3	36833	RH2 Engineering Inc	393.60	City of Stanwood
1649	04/06/2023	Claims	3	36834	Ricoh USA Inc- Maint	501.23	4250811; 4250811; 4250811; 4250811
1650	04/06/2023	Claims	3	36835	Ricoh USA, Inc.	821.00	1316669-3800377; 1316669-3800327; 1316669-3800642
1651	04/06/2023	Claims	3	36836	Safeway	22.64	191483
1652	04/06/2023	Claims	3	36837	Shred-it US JV LLC	44.74	1000283524
1653	04/06/2023	Claims	3	36838	Skagit Farmers Supply	124.31	135052; 135052

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City Of Stanwood

Time: 10:00:49 Date: 04/12/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1654	04/06/2023	Claims	3	36839	Skagit Valley Publishing	433.29	48893; 48893; 48893; 48893; 48893; 48893
1655	04/06/2023	Claims	3	36840	Sno Co Dept Of Emergency Management	2,909.25	DEMSTNWD
1656	04/06/2023	Claims	3	36841	Stanwood Ace	390.85	20013; 20013; 22013; 20013; 20013; 20013; 20013; 20013; 20013
1657	04/06/2023	Claims	3	36842	Stanwood Auto Parts	86.94	56100
1658	04/06/2023	Claims	3	36843	Stilly Auto Parts Napa	255.86	27197
1659	04/06/2023	Claims	3	36844	USA Bluebook	2,378.32	478228; 478228; 478228; 478228
1660	04/06/2023	Claims	3	36845	Unum Life Insurance	88.40	City of Stanwood
1661	04/06/2023	Claims	3	36846	Verizon Wireless	353.78	742373248-00001
1662	04/06/2023	Claims	3	36847	WA St Dept of Ecology *	2,214.35	City of Stanwood
1663	04/06/2023	Claims	3	36848	WA St Dept of Licensing *	474.00	City of Stanwood
1664	04/06/2023	Claims	3	36849	WA St Dept of Transportation *	2,352.47	SW001523802; SW00152380 0; SW00152380 0
1665	04/06/2023	Claims	3	36850	Washington State Patrol *	145.75	STA301
						220,239.78	001 General Fund
						39,510.39	101 Street Fund
						54,267.50	103 Street Construction Fund
						96,900.13	104 Park And Trail Improvement Fund
						29,140.49	107 Equipment Reserve Fund
						9,500.00	115 Tourism And Promotion
						98,073.57	401 Sewer Fund
						14,187.88	403 Sewer Construction Fund
						26,661.58	410 Drainage Fund
						25,136.35	411 Drainage Construction Fund
						81,340.57	421 Water Fund
						393.60	422 Water Construction Fund
						619.75	630 Agency Fund
							Claims:
						329,074.05	
						695,971.59	Payroll:
						366,897.54	

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 Dornhoner Date: 4-12-23
 (X) Deputy Finance Director

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: April 27, 2023
SUBJECT: City Council Regular Meeting Minutes – April 13, 2023
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

April 13, 2023, Regular City Council Meeting minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE APRIL 13, 2023, CITY COUNCIL REGULAR MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 13, 2023 – 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 Robb 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, Tim Pearce, Andreena Bergman and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, City Attorney Nikki Thompson, Fire Chief John Cermak, Police Chief Jason Toner, Associate Engineer Alan Lytton, City Planner Tansy Schroeder, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Mayor Roberts asked Council to amend the agenda by adding items 11f. Interwest Construction contract, 11g. Award Construction contract and 14. Executive Session.

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

4. Presentation

a. Sno-Isle Libraries Annual Update

Executive Director Lois Langer Thompson and Head Librarian Charles Pratt gave an update on Sno-Isle Libraries. A new Stanwood library is part of Sno-Isle Library's robust capital plan for the district, but there is no date yet. Sno-Isle Library is connecting the community by offering access to Wi-Fi, a warming, cooling, and clean air center, and popular in-person storytimes and programs.

b. Stanwood-Camano High School Update - Hunter Sparrow

Students participated in a diversity, equity, and inclusivity training. Girls basketball is headed to state in January. The girls tennis team is doing amazing, several players should be headed to state. The track team is doing awesome as well. FLBA will be going to state in Spokane. ASB is busy planning Prom, the theme is the roaring '20s based of the book The Great Gatsby.

5. Public Comments

Written Comment:

Jodie Johnson, Camano Island

Topic:

Overdevelopment in Stanwood causing overcrowding in Stanwood-Camano Schools.

Kathrine Velasco, Camano Island Preserve our region's farmland, deny mega development.

Robin Carmichael, Stanwood Opposed to the proposal by Dish Wireless to install equipment on water tower.

Verbal Comment:

John Farmer

Topic:

Would like to host Oktoberfest in Stanwood at the Legion to raise awareness for Veterans in need.

6. Staff / Department Reports

Comprehensive Plan and Municipal Code Projects Quarterly Report

7. Council Committee Reports

a. Economic Development Board Meeting Minutes – January 20, 2023

b. Finance Committee Meeting Minutes – March 23, 2023

c. Parks and Trails Advisory Committee Minutes – February 22, 2023

8. Consent Agenda

a. Approve Vouchers and Payroll Checks

b. Approve City Council Regular Meeting Minutes – March 23, 2023

*Motion by Councilmember Robb, second by Councilmember Pearce to approve the consent agenda items A and B. **Motion carried unanimously.***

9. Unfinished Business

10. Public Hearing

a. Six-Year Transportation Improvement Plan 2024-2029

i. Open Public Hearing

Mayor Roberts opened the public hearing at 7:25 pm to receive public comments.

City Administrator Smith explained that the Six-year Transportation Plan (TIP) must be adopted before July 1st of each year. It is a requirement for the city, if applying for state or federal funding. The TIP is inline with the Capital Improvement Plan, it can also be modified anytime during the year by holding a public hearing.

Public Comments via ZOOM:

Meagan Watne Would like council to consider adding a bridge across SR532 on 72nd Ave.

With no other public comments, Mayor Roberts closed the public hearing at 7:35 pm.

ii. Adopt Resolution 2023-05 City of Stanwood Six-Year TIP 2024-2029

Motion by Councilmember Metz, second by Councilmember Robb to adopt Resolution 2023-05 the City of Stanwood's Six-Year Transportation Improvement Plan 2024-2029.

*Roll call of votes was taken. **Motion carried unanimously.***

- b. Dish Wireless Lease Agreement
 - i. Open Public Hearing

Mayor Roberts opened the public hearing at 7:37 pm to receive public comments.

Community Development Director Love said this is a public hearing for the proposed lease agreement with Dish Wireless not for the permit. The lease is a request by Dish Wireless to use the City's water tower to place their wireless communication facility on city owned land. The purpose of this item is to review the terms of the lease agreement. Love explained to Council that the City cannot legally review or evaluate a project based on health concerns.

Love went over the highlights of the lease agreement:

- Non-exclusive lease agreement: the city can lease to other carriers.
- Dish is responsible for all installation and maintenance costs of their facilities.
- Term of lease is 25-years in 5-year intervals.
- Monthly rent amount is \$2,500 with an annual 3% rent inflator.
- Access to and from the site must be coordinated with Public Works staff.

The City Attorney has been working with the Dish Wireless Attorney on the legal terms of the agreement and they are in agreement with the terms.

If approved, staff will continue to process the permit application in accordance with the Stanwood Municipal Code. If denied, Dish Wireless can submit a new application for a different site and staff will process that permit application in accordance with the Stanwood Municipal Code.

Public Comments:

Meagen Watne – via Zoom Stanwood	Concern with the lease agreement maintenance language. She'd like the item to be tabled for more discussion.
Leslie Bradley, Dish Rep. Fife, WA	Is happy to bring cost effective wireless service to the citizens of Stanwood.
Callie Bolton, Dish Rep. Woodinville	Dish is currently the 4 th major wireless carrier. Dish is very excited to bring service to Stanwood. The water tank will offer the best service without having to erect multiple facilities, it will cover the residential and downtown areas.
Robin Carmichael Stanwood	Concerns about the lease.

Council Comments and Questions:

- Need clarification on what is being leased, the tank or the land? Love said both.
- Monthly rent of \$2,500 seems low.

- Term of lease is 25-years in 5-year intervals, what does that mean? City Attorney Thompson said that the City can terminate the lease after the second 5-year term with a one-year notice (must stay with the lease for 10-years at a minimum).
- Is there a fee to cancel the lease before the 25-years? Thompson said there's no fee.
- Looking at contracts from other cities who have lease agreements with Dish and/or other carries, the monthly fee is frequently at \$3,000 per month. How was the \$2,500 determined? Staff negotiated with Dish from their original proposal of \$1,500.
- Public Works had a concern that the lease may potentially affect future use of the site by the city if an expansion is needed, is this still a concern? City Administrator Smith said we built a new water tank on that site a few years ago. There is a limited amount of available space and Dish would use a small portion, so that will limit the future use on that site, but they will be in the corner and not in an area that will be that useful for the city to build anything.
- Are the antennas directional? Answer was yes.
- Dish did a good job submitting a paint sample of their equipment that will match the water tower. Who is responsible for maintaining the equipment if it's not related to faulty equipment, but aesthetic? Love said staff and the City Attorney can review the maintenance language.

With no other public comments, Mayor Roberts closed the public hearing at 8:10 pm.

ii. Authorize the Mayor to Sign a Lease Agreement with Dish Wireless

Motion by Councilmember Robb, second by Councilmember Schmitt to authorize the Mayor to sign a nonexclusive site lease agreement with Dish Wireless LLC. To allow installation and maintenance of a co-located wireless communications facility on the City's water tank located at 7620 278TH Place NW upon issuance of the appropriate wireless communication facilities permits.

Council Comments and Questions:

- Will the water ever be tested for the effects of having the equipment on the tank and who will be responsible for the testing? Love said that it is not in the lease to test the water for this issue. The water crew regularly test the water quality. The City does not have the legal authority to require environmental testing for this issue. Based on conversation at the Public Works Committee review was that the level of emissions out of these facilities is much lower than out of other types of facilities. The Public Works Committee was reassured that it wouldn't affect our water.
- Preference is for the water tank to remain just a water tank.
- Would have liked for the coverage to be better in the downtown area.
- Dish does have competitive rates, so it would be a community benefit to bring in a 4th carrier.
- Concern that once one carrier goes on the tank, other carries will follow and soon the tank will be covered, the city's nice-looking tank will become an eyesore.
- Two of the top questions or complaints from citizens are 'what is being done about slow internet' and 'what is being done about dropped calls'.
- Concern over lease agreement language in section 3.1 Tenant's Permitted Use. Concern that the city would be giving permission for Dish (or other carriers) the right to cover the tank with their equipment.
- Lease amount of \$2,500 is on the low side.

Roll call of votes was taken.

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

Motion failed, 3 yeas and 4 nays.

11. New Business

a. Appointment of Salary Commission Members Sarah Oldow and Terrance Everett

*Motion by Councilmember Shepro, second by Councilmember Robb to approve Mayor Roberts' appointment of Sarah Oldow to serve as Salary Commissioner for a 3-year term ending February 2026." **Motion carried unanimously.***

*Motion by Councilmember Shepro, second by Councilmember Robb to approve Mayor Roberts' appointment of Terrance Everett to serve as Salary Commissioner for a 3-year term ending February 2026." **Motion carried unanimously.***

b. Accept the Downtown Park Name of Railroad Park

Community Development Director Love said with the cleanup site work completed, the next step for the downtown park includes formally naming the park. The Parks and Trails Advisory Committee has proposed Railroad Park as the name.

Council Comments and Questions:

- Since it is a historical site, the Historical Society suggested choosing a name with historic value such as Depot Park or East Stanwood Depot Park.
- Defer to the expertise of PTAC, since they have given the name, Railroad Park much consideration and thought.
- With the park being a bookend of the Twin City Mile, a suggestion is East End Park or East Stanwood Park.
- Preference is for some sort of historic roots for the city.
- Need to spend more time on picking a name that will be around for the next one hundred years.
- What was the name of the service station at that corner? Busy Corner.

No action was taken. This item will go to council committees and PTAC for further discussion.

c. Authorize the Mayor to Sign a Contract Amendment with Mackenzie for the 2023 City Hall and Police Station Renovation

Community Development Director Love explained that this agreement includes design, permitting and construction of the City Hall and the Police Station renovations.

Motion by Councilmember Gaumond, second by Councilmember Metz to authorize the Mayor to the sign the contract amendment, attached as exhibit A, with Mackenzie for the 2023 City Hall / Police Station Renovation project.

*Roll call of votes was taken. **Motion carried unanimously.***

d. Authorize the Mayor to Execute the Purchase of Property on 80th Ave for Sidewalk Installation

Associate Engineer Alan Lytton said the reason for the purchase of this property on 80th Ave is for the installation of sidewalk between 276th St and 279th St. The purchase price of \$20,000 was based off the appraisal of \$3.50 per sq ft.

Council Comments and Questions:

- Will this be sufficient ROW width to include planter strip and sidewalk? Lytton answered yes.
- A lot of people walk on 80th, with traffic continuing to go faster and faster, a sidewalk is very much needed.
- When will design be ready? Lytton answered that design is complete; the project will be ready to bid in two weeks.

*Motion by Councilmember Robb, second by Councilmember Pearce to authorize the Mayor to execute documents required to purchase approximately 5,700 square feet of property for \$20,000 to enable completion of Capital Improvement Plan project R-2. **Motion carried unanimously.***

e. Authorize the Mayor to Obtain Dedicated Right-of-Way on 92nd Ave from Twin City Lanes for Sidewalk Installation and Road Widening

Associate Engineer Alan Lytton said the reason for the purchase of this property is to complete the 92nd Ave sidewalk next to Twin City Lanes, which will connecting to existing sidewalk on 271st and the Heritage Park Trail. Twin City Lanes has graciously offered to deed the property to the city in exchange for paving their parking lot.

Council Comments and Questions:

- The bowling alley has drainage coming down the side of the building, how will that affect the new sidewalk? Lytton answered that the drainage coming off the side of the building will be tied into a new drainage structure between the sidewalk and the street which will be collected into a pipe that will be sent to the city drainage system.

*Motion by Councilmember Metz, second by Councilmember Bergman execute documents required to obtain approximately 5,800 square feet or right-of-way from Twin City Lanes to enable completion of Capital Improvement Plan project S-9 in exchange for paving at approximate cost of \$30,000. **Motion carried unanimously.***

f. Authorize the Mayor to Sign a Contract with Interwest Construction, Inc. for the 78th Ave NW & 79th Dr. NW Sewer Replacement project

Associate Engineer Alan Lytton said these two sections of sewer main are failing, the lines will be replaced with PVC to correct current issues and to make it a longer lasting system. The City received nine bids for this project with really good numbers.

Council Comments and Questions:

- Why did the it fail? Lytton answered that the line on 79th Dr is a concrete and has tree root intrusion. The line on 78th Ave also has tree root intrusion and a settlement issue; the line has sunk into the ground creating belly's in the line preventing water to flow downhill.
- What is the nearest cross street? Lytton said it is by Saint Cecilia Church.

*Motion by Councilmember Pearce, second by Councilmember Robb to authorize the Mayor to sign a contract with Interwest Construction, Inc. for the 78th Ave NW & 79th Dr NW Sewer Replacement project for \$634,075.00 with a \$100,000 construction contingency. **Motion carried unanimously.***

g. Authorize the Mayor to Sign a Contract with Award Construction for the Bryant Well Treatment Facility HPF Media Replacement

Associate Engineer Alan Lytton said the city received two bids for this project, the low bidder was Award Construction. The water filter at the Bryant Well Treatment site has a media in it that absorbs particles and minerals from the well water that we don't want in our water system. The media in this filter has a life span of 10 to 15 years, the current filter was installed in 2007, so it is reaching the end of its life. The filter is 36 ft wide and 10 ft in diameter so there is quite a bit of work to install it.

Council Comments and Questions:

- Why do we have construction contingencies funds? Lytton said that the contingency is used for unknowns, e.g., unknown utilities or other unknown obstructions in the ground that take time and materials to get around or bypass, or if a bid is significantly lower than the second low bid, a contingency will cover anything the bid documents missed. For this project, this type of work is not typically done, so having a contingency will cover anything that was missed when designed.
- What happens if the contingency is not used? Lytton answered that the funds go back to the original fund.

*Motion by Councilmember Robb, second by Councilmember Pearce to authorize the Mayor to sign a contract with Award Construction Inc. to complete the Bryant Well Treatment Facility HPF Media Replacement project for \$314,685.63 with a \$31,468 construction contingency. **Motion carried unanimously.***

12. Public Closing Comments

Mike Carmichael, Stanwood

Thanked Council for their good discussion during the public hearing on the Dish Wireless Lease Agreement item.

Callie Bolton, Woodinville
Dish Wireless Rep

Dish Wireless Lease Agreement clarified some of the questions raised during the public hearing.

13. Executive/Legislative Reports

a. Mayor's Report

- Continuing to work with Strategies 360 to obtain funding for the Dike, a couple of announcements are forth coming in a week or two.
- Will be attending an all-day conference Moving Racial Equity Forward on April 28th.
- There are five bills left in the legislature for possible passage regarding public safety.

b. City Administrator Report

- Finance Director David Hammond is at the Washington Public Treasurer Association conference in Chelan. He received two awards for the City for policies that he wrote: Certification of Excellence for Investment Policy and Certification of Excellence for Debt Policy.

c. Councilmember Reports/Questions

- Councilmembers Metz, Robb and Bergman thanked Police Chief Toner for the Challenge Coin. Toner said the coin is a token of appreciation to all the councilmembers for their support from the police department. Giving a Challenge Coin is a military tradition, a lot of police stations have their own coin, but Stanwood Police Dept. has not had one. Police Records Specialist Emily Baumbach designed the Stanwood coin.
- Councilmember Shepro would like to see John Farmer bring Oktoberfest to Stanwood.
- Councilmember Schmitt reminded everyone that Clean Sweep, a favorite community event, is coming up and he thanked everyone who spoke tonight during the public hearings and public comments to let their opinion be known.

14. Recess to Executive Session

At 9:20 p.m., the Mayor, Council, City Administrator Smith, and City Attorney Thompson recessed to Executive Session for a 5-minute discussion on city litigation in accordance with RCW 42.30.110 (1)(i), no action was taken. The regular city council meeting reconvened at 9:24 p.m.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 9:24 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c
DATE: April 27, 2023
SUBJECT: iPad Usage Policy
CONTACT PERSON: Pat Adams, Human Resources Manager
ATTACHMENTS: A – Resolution 2023-06
B – Proposed iPad Usage Policy

PURPOSE

The purpose of this agenda item is for Council approval of an iPad Usage Policy to be included in the City's Personnel Policy Manual.

BACKGROUND

In May 2023, the Public Works Department will be distributing iPad tablets to all field staff. There are many benefits associated with the use of iPads in the field.

Mobility: iPads are lightweight and portable, making them easy for field staff to carry and use while on the go. This allows them to complete their work efficiently and effectively, without being tied down to a desktop computer.

Access to Information: With iPads, public works field staff can access their work orders, track their time, and have access to important information such as maps, blueprints, and schematics while in the field. This helps them to make informed decisions and complete their work accurately.

Efficient Data Collection: iPads can be used for data collection, allowing field staff to input information directly into the device. This reduces the risk of errors and eliminates the need for manual data entry later on.

Improved Communication: iPads can be used to connect field staff with other team members in real-time, allowing them to share information and collaborate on projects. This can speed up the decision-making process and improve the overall quality of work.

Since the iPad's are City-owned and are not covered under Snohomish County Information Technology policies or services, the City should adopt iPad usage guidelines within our personnel policy manual.

RECOMMENDATIONS

Staff Recommendation: Staff recommends passing Resolution 2023-06, adopting the iPad Usage Policy for inclusion in the City's Personnel Policy Manual.

CITY COUNCIL OPTIONS

- 1) The Council may pass Resolution 2023-06, adopting the iPad Usage Policy for inclusion in the City's Personnel Policy Manual, as presented.
- 2) The Council may direct changes to Resolution 2023-06
- 3) The Council may direct staff to revisit and amend Resolution 2023-06, and to return with modifications at a later date.

PROPOSED MOTION

I MOVE TO PASS RESOLUTION 2023-06, ADOPTING THE IPAD USAGE POLICY FOR INCLUSION IN THE CITY'S PERSONNEL POLICY MANUAL.

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2023-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
STANWOOD ADOPTING AN iPad USAGE POLICY**

WHEREAS, on May 2, 2023, the Public Works Department will issue iPads to City employees; and

WHEREAS, the City has not yet developed a written policy regarding workplace usage of iPads within its personnel policy manual; and

WHEREAS, written policies are recommended and necessary to ensure the responsible and proper use of these devices; and

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

Section 1. The City hereby adopts the City of Stanwood iPad Usage Policy, attached to this Resolution as **Exhibit A**.

Section 2. Severability. The various parts, sections and clauses of this Resolution are hereby declared to be severable. If any part, sentence, paragraph, section of clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Resolution shall not be affected thereby.

Section 3. Effective Date. This Resolution shall take effect on April 28, 2023.

PASSED by the City Council and APPROVED by the Mayor this **27th day of April 2023.**

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT A

City of Stanwood Personnel Policy

Appropriate Use of City iPads

This policy outlines the appropriate use of iPads issued to Stanwood employees. It aims to ensure the responsible and productive use of these devices while maintaining a safe and respectful work environment. This policy covers social media usage, personal use, and harassment of other employees.

I. Purpose

The City of Stanwood provides iPads to employees as a tool to enhance work productivity, communication, and collaboration. This policy is designed to protect the City and its employees by promoting the responsible and professional use of the provided devices.

II. Scope

This policy applies to all City Stanwood employees who are issued a City iPad for work purposes.

III. Social Media Usage

1. Social media use on City iPads is not permitted. See Personnel Policy 307 – Social Media. Employees should limit their personal social media activities to their personal devices during non-work hours.
2. Employees must not use City iPads to engage in any activity that might harm the reputation of the City or its employees, or that is illegal, offensive, or discriminatory.

IV. Personal Use

1. City iPads must not be used for personal use or to conduct personal business, monetary transactions, or any activity that could be perceived as a conflict of interest.
2. Employees are responsible for ensuring the security of City iPads, including adherence to the City's cybersecurity policies and guidelines.

V. Harassment and Inappropriate Use

1. City iPads must not be used to engage in harassment or any form of inappropriate behavior or communications toward other employees or members of the public. This includes, but is not limited to, sending offensive messages, sharing or downloading inappropriate content, or engaging in bullying or discriminatory behavior.
2. Employees who witness or experience harassment or inappropriate use of City iPads should report the incident to their supervisor or the Human Resources Department, in accordance with the City's Anti-Harassment Policy.
3. Violations of this policy may result in disciplinary action, up to and including termination of employment.

VI. Monitoring and Compliance

1. Employees should have no expectation of privacy on City devices. The City reserves the right to monitor the use of City iPads to ensure compliance with this policy and applicable laws.
2. Employees are expected to adhere to this policy and cooperate in any investigation of misuse or non-compliance.
3. Supervisors are responsible for ensuring that employees under their supervision understand and comply with this policy.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9

DATE: April 27, 2023

SUBJECT: Mini-Warehouse/Storage Facility Emergency Ordinance

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Mini-Warehouse/Storage Facility Emergency Ordinance 1507A

PURPOSE

The purpose of this agenda item is for Council consideration of extending the interim Emergency Zoning Regulations, to prohibit mini warehouse/storage facilities in the City of Stanwood.

SUMMARY

On October 27, 2022 the Stanwood City Council held a public hearing and adopted Ordinance 1507 interim zoning regulations prohibiting Mini-Warehouse/Storage Facilities in the City. The purpose of these interim zoning regulations is to give city staff and the Planning Commission sufficient time to analyze the issue and provide recommendations on zoning regulations, permitting processes, and any conditions or standards that may be appropriate for Mini-Warehouse/Storage Facilities within the city.

BACKGROUND

One of the first tasks needed to update a Comprehensive Plan is to consider how the existing land use structure meets or falls short of the state mandated population and employment growth targets for the next 20-year planning horizon. FCS GROUP prepared a land use analysis that summarizes the city's existing conditions to determine if the city could meet our mandated population and employment targets. In summary, the analysis found that the city's existing land use designations / zoning has sufficient capacity to meet the 2044 population growth targets but falls short (by 251 jobs) of the employment growth targets. As a result of these findings, the City needs to adopt appropriate policies and zoning that promotes job growth.

Secondly, our Comprehensive Plan policy gap analysis shows that the City's land use and economic development goals and policies do not comply with the Puget Sound Regional Council's Multicounty Planning Policies or the Snohomish Countywide Planning Policies regarding advocating and promoting living wage jobs. Living wage jobs are defined as jobs that pay enough to meet the basic needs and cost of supporting a family or individual independently. Factors for determine living wage jobs include housing, food, transportation, utilities, health care, childcare, and recreation. A quick search on Indeed.com shows the general wage for ministorage facility workers ranges between \$17-\$20 an hour; just slightly above minimum wage.

In 2021 the City Council adopted an ordinance, based on a recommendation from the Planning Commission and staff, which limited the placement of ministorage facilities to the Light Industrial and General Industrial zones. Recently, the City has been receiving several inquiries regarding siting of ministorage facilities in our industrial zones and we currently have one facility under permit review. Ministorage facilities generally take up large acres of land and produce a low number of jobs. With the employment gap identified as part of our Comprehensive Plan Update, the City needs to determine it's highest and best use of its remaining vacant and redevelopable land before it is developed with low job generating uses.

ANALYSIS

The City of Stanwood is approximately 2.8 square miles, has a population of 8,405, and is served by five existing or planned mini-warehouse/storage facilities. These combined facilities have an equivalent number of storage units for an average of one unit per three residents of the city. Mini-warehouse/storage facilities are a use that generates minimal revenue and employment, and as we work on updating our comprehensive plan we want to encourage uses that generate more significant employment in industrial zones.

The City is considering land use alternatives to enable the City of Stanwood to provide sufficient land capacity for new development over the next 20+ years. One of the land use alternatives being considered is a rezone of Light Industrial lands and some General Industrial lands to Planned Industrial. This land use alternative is intended to protect existing industrial operations while encouraging redevelopment of underutilized industrial buildings/sites.

The amount of industrial job activity in the City has been flat or declining over the past several years. Mini-Warehouse/storage facilities are a common industrial and commercial use that benefits individuals who are in need of a storage facility. However, these facilities do not benefit the greater community as they do not generate a tax revenue or produce significant employment opportunities for residents.

The purpose of adopting this interim emergency ordinance is to preserve potential developable industrial lands within the City while providing city staff with the time to fully analyze the issue and draft a zoning approach consistent with the goals and vision of Stanwood's residents.

Fiscal Impact			
No direct financial impact. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.			
Fund(s):	Staff Time		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends that the Council continue the interim regulations as an emergency ordinance to avoid potential future applications for mini-warehouse/storage facilities until a thorough review of city's industrial zones highest and best land uses is determined. This work will be integrated into the Municipal Code Update.

Committee/Board Recommendation:

N/A; adoption of the interim regulations was an action of the entire City Council on October 27, 2022.

CITY COUNCIL OPTIONS

1. Adopt Ordinance 1507A, Continuation of Mini-Warehouse/Storage Facility Emergency Ordinance and forward the issue to the Planning Commission for review as part of the Community Development Department's Comprehensive Plan and Municipal Code Update work plan.
2. Direct staff to make changes to the Ordinance and approve with requested changes.
3. Do not adopt Ordinance 1507A.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN ORDINANCE 1507A CONTINUATION OF MINI-WAREHOUSE/STORAGE FACILITY EMERGENCY ORDINANCE AND FORWARD THE ISSUE TO THE PLANNING COMMISSION FOR REVIEW AS PART OF THE COMMUNITY DEVELOPMENT DEPARTMENT'S COMPREHENSIVE PLAN AND MUNICIPAL CODE UPDATE WORK PLAN.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1507A

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING INTERIM DEVELOPMENT REGULATIONS AMENDING TITLE 17 OF THE STANWOOD MUNICIPAL CODE, TO SPECIFY THAT MINI-WAREHOUSE/STORAGE USES ARE NOT PERMITTED IN ANY ZONING DISTRICT WITHIN THE CITY OF STANWOOD; AND AMENDING THE EXISTING LIST OF PROHIBITED USES, 17.30.050, THE INDUSTRIAL USE ZONING TABLE, 17.30.080, AND RELATED DEVELOPMENT REGULATIONS, 17.60.040 AND 17.105.140.

WHEREAS, Mini-Warehouse/Storage Facilities were allowed in the City in the Light Industrial (LI) and General Industrial (GI) Zoning Districts; and

WHEREAS, a land use analysis has been prepared that shows the city's existing land use conditions cannot meet the 2044 mandated employment growth targets.

WHEREAS, the Comprehensive Plan policy gap analysis shows that the City's land use and economic development goals and policies do not comply with the Puget Sound Regional Council's Multicounty Planning Policies or the Snohomish Countywide Planning Policies regarding advocating and promoting living wage jobs;

WHEREAS, ministorage facilities generally take up large acres of land and produce a low number of minimum wage jobs;

WHEREAS, the Stanwood City Council held a public hearing on October 27, 2022 and after taking public testimony adopted Ordinance 1507 prohibiting Mini-Warehouse/Storage Facilities in the City of Stanwood for six-months;

WHEREAS, on April 27, 2023 the City Council continued the interim regulations prohibiting Mini-Warehouse/Storage Facilities in the City and directed the Planning Commission and City staff to evaluate and provide recommendations on zoning regulations, permitting processes, and any conditions or standards that may be appropriate for Mini-Warehouse/Storage Facilities within the city.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD DOES ORDAIN:

Section 1. Findings of Fact. The Stanwood City Council hereby adopts the Findings of Fact and Conclusions as provided in Exhibit A and attached as if fully set forth herein.

Section 2. Duration. Ordinance 1507, Ministorage Interim Development Regulations, shall remain in full force and effect as adopted on October 27, 2022 and shall remain in effect until October 27, 2023, unless repealed, extended or modified by the City Council.

Section 3. Severability - Construction. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Stanwood Municipal Code, the provisions of this ordinance shall control.

Section 4. Effective Date. This ordinance 1507A adopts Findings of Fact as was required when the Council approved Ordinance 1507 which took full force and effective upon immediately upon passage as it was approved by a majority plus one of the entire membership of the City Council, as required by RCW 35A.12.130.

PASSED AND APPROVED by the Stanwood City Council this 27th day of April, 2023.

CITY OF STANWOOD:

Sid Roberts, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Sokolik, City Clerk

Nikki Thompson, City Attorney

Exhibit A

Findings of Fact and Conclusions



City of Stanwood City Council
Findings of Fact and Conclusions of Law

A. GENERAL INFORMATION

Project Summary:	Ministorage Interim Zoning Regulations
Applicant:	City of Stanwood
Location:	City of Stanwood
Meeting Date:	April 27, 2023
Staff Contact:	Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

To avoid the risk of buildable industrial land being developed with uses that contribute little to the economic development of Stanwood, staff is proposing that the Council prohibit new ministorage facilities through the use of interim regulations. Pausing application submittals for ministorage facilities will provide staff and the Planning Commission sufficient time to evaluate how or if new mini-warehouse/storage facilities should be allowed in the City.

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

The City of Stanwood is in the process of updating its 2024-2044 Comprehensive Plan. State law requires Comprehensive Plans and the implementing Municipal Code / Zoning Regulations to be consistent with each other. One of the first tasks needed to update a Comprehensive Plan is to consider how the existing land use structure meets or falls short of the state mandated population and employment growth targets for the next 20-year planning horizon. The City prepared a land use analysis to determine if the city could

meet its mandated population and employment targets. In summary, the analysis found that the city's existing land use designations / zoning has sufficient capacity to meet the 2044 population growth targets but falls short (by 251 jobs) of the employment growth targets. As a result of these findings, the City current industrial land use designations and corresponding zoning regulations are inconsistent with state law and needs to be amended to promote job growth.

To avoid potential applications for ministorage facilities that could encumber the City's vacant or underutilized industrial land supply, interim zoning regulations have been adopted prohibiting such uses for a period of six months to provide sufficient time to evaluate the industrial lands highest and best uses needed to meet the city's mandated employment growth targets.

(b) There is a positive relationship to the public health, safety and welfare of the community; and

The Draft Comprehensive Plan policy gap analysis shows that the City's land use and economic development goals and policies do not comply with the Puget Sound Regional Council's Multicounty Planning Policies or the Snohomish Countywide Planning Policies regarding advocating and promoting living wage jobs. Living wage jobs are defined as jobs that pay enough to meet the basic needs and cost of supporting a family or individual independently. Factors for determine living wage jobs include housing, food, transportation, utilities, health care, childcare, and recreation. A quick search on Indeed.com shows the general wage for ministorage facility workers ranges between \$17-\$20 an hour; just slightly above minimum wage.

With the employment gap identified as part of the Comprehensive Plan Update, the City needs to determine the highest and best use of its remaining vacant and redevelopable land before it is developed with low job and wage generating uses.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

Stanwood's Comprehensive Plan establishes the distribution and location of land uses within the city limits. The Land Use Element of the Comprehensive Plan describes trends, future needs, type of future development and the general character of Stanwood. Land use determines where people in the City will reside, shop and work.

While the Comprehensive Plan does not have specific policies regarding Ministorage Facilities, it does have goals and policies about how the city evaluates land use decisions. These goals support an informed, thoughtful and public process for amending city regulations and about preservation of the city's vision and character.

Land Use Goal 1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countywide Planning Policies and the values and vision of Stanwood residents and business people.

Land Use Policy 1.3: Create adequate land use capacity to accommodate growth targets by zoning land with sufficient density and range of uses to allow the housing and commercial markets to attract quality development.

Land Use Policy 16.2: Ensure that the land supply necessary for the 20-year employment projections is available.

Economic Development Goal 1: Promote economic vitality defined as a lively growth oriented business climate that supports a wide range of private and public investments resulting in development and business acidity that diversifies the City's tax base and provides both employment and consumer shopping opportunities for city and unincorporated area residents.

D. FINDINGS OF FACT

1. The Washington State Growth Management Act (GMA) requires cities and counties to update their Comprehensive Plans every ten years.
2. The City of Stanwood is currently in the 10-year Comprehensive Plan update cycle as mandated by the GMA.
3. Cities and towns planning in Snohomish County are required to ensure their Comprehensive Plans and Development Regulations are consistent with the Puget Sound Puget Sound Regional Council's (PSRC) Multicounty Planning Policies and the Snohomish Countywide Planning Policies.
4. PSRC Vision 2050 establishes population and employment growth targets that are adopted by King, Pierce, Snohomish and Kitsap Counties.
5. Snohomish County and all cities in the County adopt population and employment growth targets based on PRSC's growth strategy.
6. The City of Stanwood prepared a land use analysis that shows the city's existing land use conditions and zoning cannot meet the 2044 mandated employment growth targets.
7. The Comprehensive Plan policy gap analysis shows that the City's land use and economic development goals and policies do not comply with the Puget Sound Regional Council's Multicounty Planning Policies or the Snohomish Countywide Planning Policies regarding advocating and promoting living wage jobs.
8. Mini-Warehouse/Storage Facilities were allowed in the City in the Light Industrial (LI) and General Industrial (GI) Zoning Districts.

9. Ministorage facilities generally take up large acres of land and produce a low number of minimum wage jobs.
10. Without review of the city's land use policies regarding zoning of ministorage facilities, the city is in jeopardy of not having sufficient industrial land supply to meet the 2044 employment targets.
11. The Planning Commission and City Council Community Development Committee conducted a duly noticed, joint public hearing on September 19th, 2022, and recommended that the Council approve the interim ministorage regulations.
12. The City Council understands that Mini-Warehouse/Storage are needed, however without proper zoning controls, permitting of such a facility in the City of Stanwood could result in potential negative impacts on the community.
13. The Council wishes to study the issue further and directs the Planning Commission to consider potential amendments to the Stanwood Municipal Code regarding zoning regulations for mini-warehouse/storage facilities.
14. RCW 35A.63.220 and 36.70A.390 authorize the establishment of a six-month moratorium or interim zoning controls to address emergency situations.
15. On October 27, 2022 the Stanwood City Council held a public hearing on Ordinance 1507 that declared an emergency and prohibited the siting of ministorage facilities in the City of Stanwood for six-months.
16. On April 27, 2023 the City Council continued the interim regulations prohibiting Mini-Warehouse/Storage Facilities in the City and directed the Planning Commission and City staff to evaluate and provide recommendations on zoning regulations, permitting processes, and any conditions or standards that may be appropriate for Mini-Warehouse/Storage Facilities within the city.
17. Staff prepared a report summarizing the proposed interim ministorage regulations. This report is part of the public record and was presented to the City Council at the public hearing on October 27, 2022, and on April 27, 2023 for their consideration.

E. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.

2. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.
3. On October 11, 2022, the public hearing notice was printed in the Stanwood Camano News as required by law that a public hearing be held by the City Council and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard.
4. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan by ensuring an informed, thoughtful and public process for amending city regulations.
5. The proposal is beneficial to the public health, safety and welfare and is in the public interest by ensuring that the City future Comprehensive Plan and land use regulations comply with mandated employment growth targets, the regional Puget Sound Regional Council Multicounty Planning Policies and the Snohomish County Planning Policies .
6. After considering staff comments the Stanwood City Council determined the draft interim ministorage regulations is consistent with the Comprehensive Plan and should be continued for at least six months to provide staff and the Planning Commission time to evaluate and recommend appropriate site development regulations.

F. STAFF RECOMMENDATION

Move that the City Council **ADOPT** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZE** the Mayor to sign the Findings on behalf of the City Council

Dated this 27th of April 2023.

Sid Roberts, Mayor

City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a

DATE: April 27, 2023

SUBJECT: Authorize the Mayor to execute a lease agreement with Andrew Davis/Stanwood Camano Food Bank to allow a public farm at Ovenell Park.

CONTACT PERSON: Carly Ruacho, Parks Planning Manager

ATTACHMENTS: A – Summary Proposal

PURPOSE

The purpose of this agenda item is to authorize the Mayor to execute a one year lease agreement with Andrew Davis/Stanwood Camano Food Bank to establish a public farm at Ovenell Park.

BACKGROUND

Mr. Davis contacted the City in 2022 with the proposal to establish a public farm at the Ovenell Park property. City staff met with Mr. Davis on site to discuss the requirements of the project. Mr. Davis developed a proposal to cultivate an approximately one-acre farm plot on the Ovenell Park property as well as establish raised garden beds and a potting shed and possible greenhouse in the area of the south barn. The project is in conjunction with the Stanwood Camano Food Bank who is the fiscal sponsor of the program and who will be the recipient of the excess produce harvested at the farm. The program will be open to the public with up to 10 participants allowed per week to work at the farm and learn about agricultural practices from Mr. Davis who will oversee the farm activities. The property will require minimal improvements by City staff to allow this use including the installation of a water meter and some site clean-up (including dump fees) for safety. Mr. Davis is requesting a one-year lease with the possibility of future extension with agreement of both parties.

ANALYSIS

Fiscal Impact			
Fund(s):	Parks Repair and Maintenance 576.80.48.00		
Amount:	\$18,000	Project Estimate:	\$2,000
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

The costs the City will incur to prepare the park for this use are well within the allocated parks maintenance budget.

RECOMMENDATIONS

Staff Recommendation:

Staff recommends entering into a lease agreement with Mr. Davis to allow a public use at Ovenell Park. This use will provide a community benefit while plans are developed for a more permanent plan for the Park.

Committee/Board Recommendation:

The Parks and Trails Advisory Committee has reviewed all proposed project multiple times over the past 9 months. The Committees questions and concerns have been satisfactorily answered or mitigated by Mr. Davis through modifications to his proposal. The Committee voted unanimously to support the project and recommend the City approve a one-year lease agreement to allow the public farm at Ovenell Park as proposed.

The Public Works Committee also reviewed the proposal at their April 10, 2023 meeting. The Committee discussed the proposed use with Mr. Davis and asked questions and make suggestions for minor modifications to the proposal. The Committee did not make a recommendation for or against the request.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to execute a lease agreement with Andrew Davis/Stanwood Camano Food Bank to establish a public farm at Ovenell Park.
2. Send the matter back to Parks and Trails Advisory Committee or additional committees for additional review and discussion.
3. Amend or reject the proposal.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH ANDREW DAVIS/STANWOOD CAMANO FOOD BANK TO ALLOW THE ESTABLISHMENT OF A PUBLIC FARM AT OVENELL PARK.

Stanwood Public Farm
Summary of Plan

Request

Rental of Ovenell park for use as a community garden entitled Stanwood Public Farm including permission to

1. Till, fertilize, plant, and maintain a one acre garden at Ovenell park in the area designated by the map
2. Allow up to ten volunteers to access the park one day per week for four hours to learn about and perform supervised work on the garden
3. Place a portable toilet
4. Use the south dairy barn (designated on map) for tool and equipment storage
5. Use the south dairy barn as a potting shed
6. Use the old south dairy barn as a wash and pack station
7. (Optional) Place signage explaining the history of the park and more broadly the agricultural history of Stanwood
8. (Optional) Place signage advertising the project and/or acknowledging donors
9. (Optional) Maintain and harvest the fruit from the existing orchard
10. (Optional) Develop a plan to restore the wetland to the south of Saratoga Drive
11. (Optional) Build a 30 x 90 foot greenhouse
12. (Optional) Build a 12 x 90 foot 'Caterpillar Tunnel' (An unheated plastic covered PVC structure)
13. (Optional) Build Eight 4 x 6 raised beds for disability access
14. (Optional) Allow larger gatherings once a month for special events such as a grand opening, a lecture on wetlands and riparian ecosystems, and a lecture on the history of indigenous persons

Overview

Activities

The Stanwood Public Farm plans to convert Ovenell Park into a vegetable garden. The project will plant, maintain, and make available for harvest a variety of vegetables via free weekly classes which will be held throughout the growing season from April to September.. These classes will cover all the basic principles of farming and gardening from seeding to harvest.

Funding

The project will be funded through grants and donations which will cover tool and equipment expenses. The techniques will be scalable so that participants can use the skills and knowledge gained by their participation to grow their own vegetables.

Management and Reporting

The project will be managed entirely by Andrew Davis. The project will provide a report once every two months to the Stanwood Parks and Trails Advisory Committee, as well as the Board of directors of the Stanwood Camano Food Bank.

Option to Renew, Modify, or Terminate Lease

In October, the project will produce a final report at which time the City of Stanwood will have the option to renew, modify, or terminate the lease of the property.

Goals and Success Metrics

Goal	Measurement	Successful outcome
Teach participants how to grow their own vegetables from seed and potentially prepare them for a career in agriculture	Surveys, success stories	Participant surveys show improved knowledge of basic principles of farming and gardening
Provide food to food insecure persons in the Stanwood community	Number of pounds of food donated to Stanwood Camano Food Bank	food donated reflects crop yield estimate
Create an inclusive community gathering space	Number of volunteer hours accumulated	>200 hours accumulated through volunteering
Educate participants on the natural history of the stanwood area, the beneficial ecological functions of wetlands and riparian ecosystems, and the relationship between farming and the environment	Surveys, participant headcount at special events related to ecology, farming, and natural history	Participant Surveys show improvement in ecology and natural history knowledge
Receive grants and donations that cover expenses	Net revenue	Net revenue is positive

Alignment with Stanwood City Goals

The goals of the project are in line with the original plan for Ovenell Park entitled:

A RESOLUTION OF THE CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON, ADOPTING THE OVENELL PARK AND HAMILTON LANDING MASTER PLAN.

In the top fifteen uses, five are directly supported by the goals of the Stanwood Public Farm. Specifically,

- #3 is Informational displays and signage that shares the story of (the natural history of the area),
- #4 is venue for local events,
- #5 is Future Farmers of America (FFA)/4 H program space
- #6 is an education Center, and
- #9 is wetland restoration.

The project directly supports all of these goals and indirectly supports other goals by encouraging the public to access the space and begin the process of opening it to the public.

In addition, the goals of the SPF are in line with the goals outlined in the resolution entitled:

A RESOLUTION OF THE CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON, ADOPTING REVISIONS TO THE PARKS RECREATION AND OPEN SPACE (PROS) PLAN.

The City prioritized the five following guiding principles for investment in the parks and recreation system as follows.

1. Finance/Economic Development: ensure that parks & trails are financially sustainable and generate economic development for the community
2. Maintenance: invest in our existing parks – starting with Heritage Park and Church Creek Park
3. Trails: make progress on near-term improvements and selective longer term improvements
4. Waterfront Access: realize connections to the waterfront – via Hamilton Landing and Ovenell Park improvements
5. Parks System: prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time

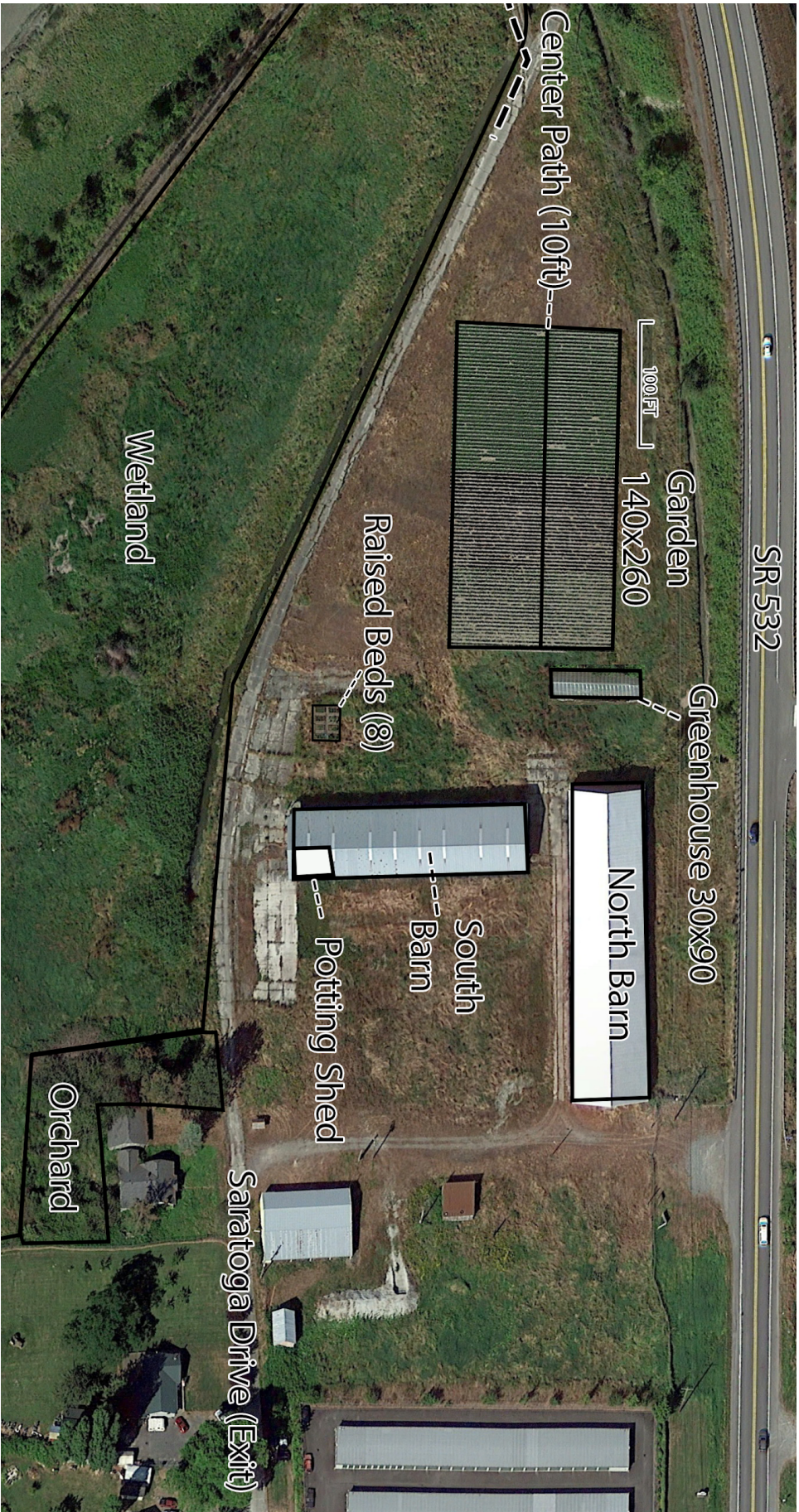


Crop Estimate

Crop Name	Total Plants	Expected Yield (50%)
Corn	3900	1950 ears
Onion	5850	3000 bulbs
Dino Kale	433	500 lb
Green Kale	433	500 lb
Red Kale	433	500 lb
Green Zucchini	433	1000 lb
Red Lettuce	5850	3000 heads
Green Lettuce	5850	3000 heads
Romaine	5850	3000 heads
Green Bush Bean	3900	1000 lb
Beet	7020	1000 lb

Stanwood Public Farm Budget Estimate	
Administrative Expenses	
Property Lease	TBD
Water	TBD
Sum Total	TBD
Rental Equipment	
ADA Portable Bathroom and Sink for one year	1000
Sub Total	1000
Consumables	
Seeds and Transplants	1000
Seeding Accessories (seeding trays, potting soil)	700
Fuel	300
Sub Total	2000
Tools	
Hand Tools for 20 people (ex hoes, rakes, shovels, knives)	1000
Irrigation equipment (hoses, sprinkler heads, fittings)	200
Garden Accessories (Wheelbarrows, Spreaders, Pesticide Applicators)	400
Wash and Pack Equipment (Food Safe Table, Sanitizer, Knives, Dunk Tank)	1300
Walk Behind Rototiller 6.5 hp	1000
Plastic Totes	1100
Sub Total	5000

Soil Amendments	
Organic Compost	3000
Organic Fertilizer	1000
Organic Pesticides	1000
Sub Total	5000
Budget Summary	
Administrative Expenses	TBD
Rental Equipment	1000
Consumables	2000
Tools	5000
Soil Amendments	5000
Grand Total	13000



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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 11b
DATE: April 27, 2023
SUBJECT: Proclamation/Resolution Policy – Discussion Item
CONTACT PERSON: Shawn Smith, City Administrator

PURPOSE

The purpose of this agenda item is for Council discussion on the city's policy on bringing citizen requested Proclamations/Resolutions to council for approval. The current policy is that staff does not bring these items to council for approval. Staff would like the council to have a discussion to determine if they would like this policy to change.

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