

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, May 17, 2007 – 7:00 p.m.
Stanwood-Camano School District Administration Building Board Room*

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Dianne W. White called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

City Clerk Melissa Collins called the roll with the following Councilmembers present: Andy Chappel, Arne Wennerberg, Shelley Klasse, Conrad Ryer, and Bill Carlton.

3. Citizen Comments

Leslie Moore from the Stanwood-Camano Library invited citizens to utilize the library services for research and they would be happy to provide any assistance needed.

Ms. Moore also announced the Sno-Isle Libraries will be hosting several open houses this spring to share the results of an 18-month public planning process to identify library facility needs now and into the future. She said the Stanwood Library will be hosting this event on Tuesday, May 29, 2007.

4. Approval of the Agenda

Mayor White announced there will be an executive session to discuss a personnel matter.

Motion by Councilmember Klasse, second by Councilmember Chappel to approve the agenda as printed. Motion carried unanimously.

5. Consent Agenda

Motion by Councilmember Wennerberg, second by Councilmember Chappel to approve the consent agenda to include items a through c; voucher checks #11075 through #11078 in the amount of \$170,170.90, voucher checks #11079 through #11135 in the amount of \$461,311.49, voucher checks #11136 through #11195 in the amount of \$168,936.62, payroll checks #3783 through #3852 in

the amount of \$185,755.22; and payroll checks #3853 through #3879 in the amount of \$25,110.00. Motion carried unanimously.

6. New Business

- a. Authorize Mayor to sign Professional Services Agreement with Webefx for Website Development Services

City Clerk Melissa Collins presented the staff report explaining that this Professional Services Agreement between the City of Stanwood and Webefx is for the development, design, construction and maintenance of the city web-site. She went on to say that the City is in need of getting a web-site up and running and after meeting and researching several different companies it was decided to use Webefx out of Bellingham.

Ms. Collins introduced Zi Krostag, Production Manager at Webefx, who answered questions from the Council.

Motion by Councilmember Klasse, second by Councilmember Ryer to authorize the Mayor to sign the Professional Services Agreement with Webefx for the development, design, construction and maintenance of the city web-site in the amount of \$14,400. Motion carried unanimously.

- b. Ordinance No. 1212 School Impact Fees, 2nd Reading & Adoption

Community Development Director Stephanie Hansen presented the staff report.

Motion by Councilmember Klasse, second by Councilmember Chappel to adopt Ordinance No. 1212, an ordinance of the City of Stanwood, Washington, providing for an updated school impact fee assessed upon new residential development, as provided by the Growth Management Act and Chapter 82.02 RCW; amending Ordinance No. 1178 and establishing an effective date. Motion carried unanimously.

- c. Ordinance No. 1213 Amending Chapters 1.04 & 2.44 of the Stanwood Municipal Code to Increase the number of City Council positions from five to seven, 1st Reading

Ms. Collins presented the staff report and said that per the request of the City Council and Mayor, along with the direction of the City Attorney, this Ordinance No. 1213 amends chapters 1.04 and 2.44 of the Stanwood Municipal Code to increase the number of City Council positions from five to seven, in accordance with RCW 35A.12.010. She mentioned the City plans on interviewing and appointing two additional Councilmembers towards the

end of June and those appointed shall serve on the Council until the next general election, which is November 2009.

Since this was first reading no action was required. Second reading and adoption is scheduled for June 7, 2007.

d. TBD Annexation – File No. LANN06-02 - 10 Percent Notice of Intent to Annex

Ms. Hansen presented the staff report and said that a notice of intent to file a petition for annexation of approximately 19.05 acres in the City's south Urban Growth Area was submitted to the City on July 31, 2006 and the assessed valuation of the area is \$441,400. She stated the packet contains the Notice of Intent petition, which requires signatures of owners of at least 10 percent of the acreage of the proposed annexation area and the petition is signed by owners of both parcels.

Ms. Hansen went on to say that the proposed annexation includes two properties, which are designated for moderate density residential consistent with the City's Comprehensive Plan and zoning designations allowing town homes or small lot single family development.

Ms. Hansen advised Council that although the City process does not provide for a Planning Commission recommendation on annexations, the Planning Commission did hold a pre-application public meeting and at that meeting the Planning Commission reviewed the proposed annexation and had no issues that would thwart annexation. She said staff recommends continuing with the annexation process as follows:

1. Direct the petitioners to collect signatures of owners of 60 percent of the property valuation for the proposed annexation;
2. Direct staff to prepare an analysis of the costs, benefits and impacts to the City services and infrastructure associated with the annexation;
3. After the petition is received, return to Council for the required public hearing.

Motion by Councilmember Carlton, second by Councilmember Klasse to approve the Notice of Intent to Annex the area known as the TBD Annexation, subject to the boundaries shown in the 10 percent petition, with no changes in zoning, and subject to the following assumption of indebtedness: \$0.0445 per \$1,000 of assessed valuation for the fire truck, and \$0.3280 per \$1,000 of assessed valuation for the Fire Station. Motion carried unanimously.

- e. Manning Dickinson Annexation – File No. LANN06-03 – 10 Percent Notice of Intent to Annex

Ms. Hansen presented the staff report explaining that the proposed area is 31.76 acres, located east of Church Creek Estates and south of Cedarhome Elementary School. She said the entire area is located within the City's Urban Growth boundary (UGA), and no additional properties exist within this part of Stanwood's UGA.

Ms. Hansen described the proposed annexation as six properties, one of which is currently being reviewed for a boundary line adjustment at Snohomish County to create the annexation boundary. She stated the assessed valuation of the area is \$1,226,000 and the petition is signed by owners of two parcels valuing \$986,200.

Ms. Hansen indicated that the properties are designated for low density residential consistent with the City's Comprehensive Plan and zoning designations, which could allow larger lot single family development of 9,600 square foot lots or 7,000 square foot lots in a Planned Residential Development.

Although City process does not provide for the Planning Commission recommendation said Ms. Hansen, the Planning Commission did hold a pre-application public meeting and reviewed the proposed annexation and found no issues that would thwart annexations. She said that the boundary of the proposed annexation has been changed to include 10.05 acres recently added to the City UGA.

Ms. Hansen advised Council that staff recommends continuing with the annexation process as follows:

1. The applicant(s) shall complete the boundary line adjustment process at Snohomish County to establish the southern property line of the annexation. A copy of the recorded BLA (Boundary Line Adjustment) shall be submitted with the 60% petition for annexation;
2. Once the BLA is approved, the petitioners collect signatures of owners of 60 percent of the property valuation for the proposed annexation;
3. After the submittal is made, staff shall prepare an analysis of the costs, benefits and impacts to the City services and infrastructure associated with the annexation;
4. After steps 1-3 are completed, the application shall return to Council for the required public hearing.

Motion by Councilmember Klasse, second by Councilmember Carlton to approve the Notice of Intent to annex the area known as the Manning Dickinson annexation, subject to the boundaries after the Boundary Review Board establishes them, shown in the 10 percent petition, with no changes in zoning, and subject to the following assumption of indebtedness: \$0.0445 per \$1,000 of assessed valuation for the fire truck, and \$0.3280 per \$1,000 of assessed valuation for the Fire Station. Motion carried unanimously.

f. Authorize Upgrade for City Hall Rewiring

City Administrator Bill Beckman presented the staff report explaining the current electrical system at City Hall does not meet code and is in need of upgrading. He said to meet the requirements necessary for new staff we will need to add additional circuitry to the existing system for computers and other electrical needs as the system as it exists is overloaded and does not always meet our current requirement.

Mr. Beckman said the upgrade will include removal of the existing circuit panels and a complete new 400-amp panel plus six new work stations, as well as equipment to run the air conditions for the building. He stated the costs for this work should run between 25 and 30 thousand dollars based on previous bids.

Mr. Beckman stated this is not a budgeted item; therefore, it will require a budget amendment to the Buildings and Grounds budget, which will be presented at a later date.

Motion by Councilmember Ryer, second by Councilmember Chappel to authorize the Public Works Department to proceed with the re-wiring of City Hall and further move to authorize the expenditure of city funds not to exceed \$30,000. Motion carried unanimously.

g. Authorize Emergency Water Main Repair at Hatt Slough Bridge Crossing

Mr. Beckman presented the staff report and answered questions from the Council. He stated the Hatt Slough Water Main Crossing of the Stillaguamish River was installed in 1984 at which time the piping material used for the crossing was steel pipe and offered no corrosion protection.

Mr. Beckman explained that the City is experiencing numerous leaks in the crossing making it necessary to conduct an emergency repair. He said this is a very vital part of the distribution system because it allows us to pump about 250,000 gallons of water a day to the City making it absolutely critical for summer water demands.

Mr. Beckman advised Council that the costs for the repair are estimated at \$138,600 plus tax and \$165 per foot for anything over 840 feet. Additional costs for services provided by the city will include pipeline access, permits, disassembly and reassembly of existing pipeline apparatus, surface restoration and 24 hour access to operators, traffic control and chlorination.

City Attorney Grant Weed advised Council that a resolution will be presented at the next Council meeting, which will declare an emergency to exist and authorize an emergency works contract for the repair and restoration of Hatt Slough Water Main Crossing.

Motion by Councilmember Ryer, second by Councilmember Klasse to authorize the expenditure, not to exceed \$150,381 for emergency water main repairs necessary at the Hatt Slough Bridge Crossing. Motion carried unanimously.

- h. Award the Bid of Construction for the Cedarhome Well to Larry Brown Construction

Mr. Beckman presented the staff report explaining that bids were opened at Stanwood City Hall on April 27, 2007 for the construction of Cedarhome Well. He said the engineers estimate for this project was \$1,021,311 with a low bid from Larry Brown Construction in the amount of \$1,007,287, which was 1.3 percent below the engineers estimate.

Motion by Councilmember Klasse, second by Councilmember Wennerberg to award the bid for construction of Cedarhome Well to Larry Brown Construction in the amount of \$1,007,287 including Washington State Sales Tax of 8.5 percent. Motion carried unanimously.

- i. Authorize Mayor to sign proposed Amendment to the Interlocal Agreement w/Snohomish County relating to Law Enforcement Services

Mr. Beckman presented the staff report stating the current Police Chief, Tom Davis has served the City for the past six years and is currently the second most tenured department head on City staff. Mr. Beckman believes it is in the City's best interest to retain the stability in the Police Department's leadership. The City has been extremely satisfied with the services the Police Department provides and wants to keep that continuity and recommends amending the current Interlocal Agreement relating to Law Enforcement Services to retain the services of the current Chief of Police.

Mr. Beckman explained that according to the current agreement, the Chief selected to serve the City currently holds the Sheriff's Office rank of Lieutenant and Chief Davis is first on the Sheriff's Office Captain promotional

list and it is anticipated that he would receive this promotion this fall and with this promotion to Captain would require the City to lose our current Chief.

Mr. Beckman went on to say that the City inquired with Chief Davis and Snohomish County regarding the possibility of amending the current Interlocal Agreement to retain Chief Davis at the Sheriff's rank of Captain and to continue with continuity of leadership and direction of our Police Department through the remainder of this current contract. Both Chief Davis and the County have agreed to an amendment. Mr. Beckman explained that the current Interlocal Agreement for Law Enforcement Services allows the City to retain the current Chief of Police at the rank of Captain beginning June 1, 2007 and pay the adjusted difference of \$788.40 per month, to be included with the City's quarterly payment. All other terms and scope of service remain the same.

Motion by Councilmember Wennerberg, second by Councilmember Chappel to authorize the Mayor to sign the proposed Amendment to the Interlocal Agreement between Snohomish County and the City of Stanwood relating to Law Enforcement Services. Motion carried unanimously.

- j. Authorize Mayor to sign Interlocal Agreement with Snohomish Regional Drug Task Force

Police Chief Tom Davis presented the staff report stating the City has contracted with Snohomish Regional Drug Task Force over the last 14 years for assistance with criminal drug investigations within the City limits. The amount the City pays annually is based on population and the percentage of the population in relation to all other participating jurisdictions. Chief Davis said for July 1, 2007 to June 30, 2008 that percentage is 0.66%, which equates to \$1,136.00.

Chief Davis explained the Police Department and the City do utilize the services of the Snohomish Regional Drug Task Force multiple times per year and in recent years the manner in which illegal drugs are manufactured and the specialized nature of those investigations, from an equipment, disposal and safety standpoint have quickly driven up the cost of police response. Chief Davis advised Council that in one incident which requires a response, disposal and subsequent investigation can cost more than \$1,136.00.

Motion by Councilmember Wennerberg, second by Councilmember Chappel to authorize the Mayor to enter in to the Interlocal Agreement with the Snohomish Regional Drug Task Force for the period of July 1, 2007 to June 30, 2008 in the amount of \$1,136.00. Motion carried unanimously.

k. Discussion – Summer Schedule for City Council Meetings

Mayor White proposed to Council to move to a summer schedule for the months of June, July and August and hold only one meeting each month.

A discussion ensued regarding concern over the size of the agenda packets and Council unanimously decided it was in the City's best interest to continue with the regularly scheduled meetings twice a month.

7. Report of Officers and Committees

a. Mayor's Report

Mayor White reported on her recent meeting with Governor Chris Gregoire and the discussion on the four-year university site. She stated the Request for Proposal was put out on Monday by the Office of Financial Management (OFM) to hire a consultant to assist with site selection and on December 15th legislature will chose the site.

b. Committee Reports:

- Finance/Economic Development

Councilmember Carlton reported on the following:

1. A Request for Proposal has been issued to find someone to assist in the development of a strategy and long range plan for economic development and growth within the City.
2. The Finance Committee reviewed the financial results for the end of April. Expenses were below budget, revenue was greater than the budget. A budget retreat is scheduled for June 16, 2007 from 9:00 a.m. – 3:00p.m. at the Stanwood Fire Station. The committee feels it is time for a thorough discussion with the entire Council regarding the new municipal campus.

- Public Works/Parks Committee

No report was given.

- Public Safety Committee

Councilmember Wennerberg reported on the following:

1. The Public Safety Committee met with the Fire Department and discussed contract services updates.

2. The Red Cross provided 50 emergency packets to be stored at the Fire Station.
3. Two grants have been submitted, one for air apparatus and one for a new ladder truck.
4. The Police Department is gearing up for vacation schedules, the parade and the Stanwood-Camano fair. Chief Davis updated the committee on the needs for the police facility at the new municipal campus.

- Community Development/Human Services/Municipal Campus Committee

Councilmember Klasse reported on the following:

1. Three Municipal Campus Committee meetings took place in May. Plans for the new campus are moving forward and preliminary steps are being taken in the purchasing of 15 acres in downtown Stanwood. The Committee is in the process of developing a Master Plan that includes City Hall, the Police Station and the possibility of having businesses and other facilities that will serve the community. A press release is going out with more information.
2. Council members Carlton and Wennerberg attended the May 14th Planning Commission meeting.

- Personnel Committee

Councilmember Chappel reported the Personnel Committee recently met to discuss various personnel issues and will provide more details at a later date.

c. Staff Reports

Fire Chief Mike Ganz reported that he will have three new employees in June and would like to bring them to the council meeting to be sworn in and introduced to the Council.

Finance Director Gordon Hey reported that the Budget and Finance Committee met and is moving onward and upward.

Community Development Director Stephanie Hansen reported that they will be interviewing this week for a Grant Writer for the City. They interviewed three grant writers out of six proposals that were received.

Human Resources Director Mathew Pruitt reported that interviews for the Public Works Director and Finance Director will take place next week. The Planner position opening has been announced. A new Water Plant Operator has been hired to replace the position that was recently vacated.

City Clerk Melissa Collins introduced Julie Johnson, Front Office Coordinator, who will be filling in for her at the next Council meeting as she will be at a Professional Development Conference in Tacoma.

8. Citizen Closing Comments

Dan Webster commented on a senior community proposal and is hoping to reach an agreement for a development within the Urban Growth Area (UGA) that will service seniors, offer affordable housing and low income housing. They will come back next year with a new proposal to try to work out an agreement with the City. They are taking their proposal to the Snohomish County Council next week, but they have not abandoned their commitment with working with the City

Quentin Mitchell complimented staff on the Main Street road construction. Bill Beckman responded to his questions regarding the Hatt Slough water line repair.

9. Adjourn to Executive Session

Mayor White adjourned the meeting to Executive Session at 8:06 p.m. for a period of 20 minutes to discuss a personnel matter. Action may be taken after the meeting reconvenes.

Those asked to attend included the City Councilmembers, Mayor White, Human Resources Director Mathew Pruitt and City Attorney Grant Weed.

10. Reconvene And Adjourn


The meeting reconvened at 8:20 p.m.

Motion by Councilmember Chappel, second by Councilmember Carlton to Motion carried unanimously.

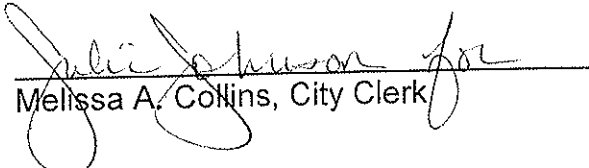
There being no further business before the Council, Mayor White declared the meeting adjourned at 8:21 p.m.

CITY OF STANWOOD

ATTEST:



Dianne W. White, Mayor



Melissa A. Collins, City Clerk