

# CITY OF STANWOOD

*Regular Meeting of the City Council  
Thursday, June 21, 2007 – 7:00 p.m.*

*Stanwood-Camano School District Administration Building Board Room*

## MINUTES

### 1. Call to Order and Pledge of Allegiance

Mayor pro tem Shelley Klasse called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

### 2. Roll Call

Community Development Director Stephanie Hansen called the roll with the following Councilmembers present: Andy Chappel, Arne Wennerberg, Shelley Klasse, and Conrad Ryer.

Mayor Dianne White and Councilmember Bill Carlton were excused.

Staff Present: City Administrator Bill Beckman, Community Development Director Stephanie Hansen, Interim Finance Director Gordon Hey, Assistant Fire Chief Darin Reid and Sergeant Rob Palmer.

Human Resources Director Mathew Pruitt, City Clerk Melissa Collins and Police Chief Tom Davis were excused.

### 3. Citizen Comments

There were no citizen comments.

### 4. Special Presentations

- a. Mayor pro tem Klasse swore in new Fire Fighters Scott Johnson, Aaron Bredeson, and AJ Johnson.

Assistant Fire Chief Darin Reid expressed his appreciation in having such fine and dedicated fire fighters in the Department.

- b. Karen Burgess from the Washington State Department of Ecology presented the City of Stanwood Wastewater Treatment Plant the 2006 Outstanding Wastewater Treatment Plant Award. The award was accepted by Kevin Hushagen, Waste Water Lead and Jeff Marris, Journey Waste Water Plant

Operator. Mayor pro tem Klasse stated how proud the City is of the plant and encouraged everyone to take a tour.

## 5. Approval of the Agenda

Mayor pro tem Klasse announced there will be no executive session.

*Motion by Councilmember Wennerberg, second by Councilmember Chappel to approve the agenda as amended with no executive session. Motion carried unanimously.*

## 6. Consent Agenda

*Motion by Councilmember Wennerberg, second by Councilmember Ryer to approve the consent agenda to include items a through c; voucher checks #11267 through #11340 in the amount of \$455,705, payroll checks #3949 through #3975 in the amount of \$25,710. Motion carried unanimously.*

## 7. New Business

- a. Resolution 2007-7 Acceptance of a Gift for the purpose of Lions Park Improvement Project

City Administrator Bill Beckman presented the staff report explaining the resolution identifies the City of Stanwood as the recipient of donations for playground equipment for the Lion's Park Improvement Project.

*Motion by Councilmember Wennerberg, second by Councilmember Chappel to approve Resolution No. 2007-7, a resolution of the City of Stanwood for the acceptance of a gift subject to conditions. Motion carried unanimously.*

- b. Authorize Mayor to sign contract with Candace Sullivan for Assistance with College Project

Community Development Director Stephanie Hansen presented the staff report and said the contract with Candace Sullivan is for assistance in attracting a college to the Stanwood area. She mentioned there is a very short timeframe involved since the State will be making a decision on the location at the end of the year and work would begin immediately and end within 60 days.

*Motion by Councilmember Chappel, second by Councilmember Ryer to authorize the Mayor to sign the contract with Candace Sullivan. Motion carried unanimously.*

- c. Authorize Mayor to sign contract with Albert B York & Associates for on-call Grant Writing Services

Ms. Hansen presented the staff report and responded to questions from Council. She stated that Mr. York has a lot experience working with cities; few grant writers have that experience and since the services are on an on-call basis, written authorization from the Mayor or department head is required to proceed with projects.

*Motion by Councilmember Wennerberg, second by Councilmember Ryer to authorize the Mayor to sign the contract with Albert B York and Associates for on-call grant writing services. Motion carried unanimously.*

- d. Authorize Mayor to sign contract with Port Gardner Fireworks for the 2007 4th of July Fireworks Display at Heritage Park

Ms. Hansen presented the staff report and discussed the contract for the 4<sup>th</sup> of July fireworks display. She said that there will be more cakes this year than last year to make up for a short program at last year's display. Ms. Hansen announced the event this year will be family oriented and kid friendly. Festivities start at Heritage Park at 4:00 pm.

*Motion by Councilmember Chappel, second by Councilmember Ryer to authorize the Mayor to sign the contract with Port Gardner Fireworks for the 2007 4<sup>th</sup> of July Fireworks Display at Heritage Park. Motion carried unanimously.*

- e. Authorize Mayor to sign an Intergovernmental Cooperative Purchasing Agreement with Stanwood-Camano School District #401 for purchasing Fuel for City Vehicles

Mr. Beckman presented the staff report and explained that this agreement will save approximately thirty to fifty cents per gallon for diesel fuel for City vehicles. He thanked Assistant Fire Chief Reid for his assistance in obtaining the contract.

*Motion by Councilmember Wennerberg, second by Councilmember Ryer to authorize the Mayor to sign an Intergovernmental Cooperative Purchasing Agreement with Stanwood School District #401, for the purpose of purchasing fuel for City vehicles. Motion carried unanimously.*

- f. Authorize Mayor to sign Professional Services Agreement with RH2 Engineering for Engineering Services for Comprehensive Sewer System Plan

Mr. Beckman presented the staff report explaining the Sewer and Water Comprehensive Plan Agreements and said the State requires the City to do an update every six years.

Mr. Beckman stated the last plan was completed in 2000 for both water and sewer and due to the growth in the City; an updated system-wide analysis is needed to ensure the systems are capable of meeting the needs of existing and future customers. City Attorney Grant Weed commented that the Growth Management Act requires cities to have these planning documents in place.

*Motion by Councilmember Chappel, second by Councilmember Ryer to authorize the Mayor to sign a Professional Services Agreement between the City of Stanwood and RH2 Engineering for engineering services for a Comprehensive Sewer System Plan. Work performed under said agreement shall be in an amount not to exceed \$127,700. Motion carried unanimously.*

- g. Authorize Mayor to sign Professional Services Agreement with RH2 Engineering for Engineering Services for Comprehensive Water System Plan

*Motion by Councilmember Wennerberg, second by Councilmember Chappel to authorize the Mayor to sign a Professional Services Agreement between the City of Stanwood and RH2 Engineering for engineering services for a Comprehensive Water System Plan. Work performed under said agreement shall be in an amount not to exceed \$99,000.00. Motion carried unanimously.*

- h. Authorize Mayor to sign Professional Services Agreement with Jack Lyons & Associates for Hiring of New City Administrator

Mr. Beckman presented the staff report stating that this contract will provide assistance to Human Resources with the hiring process for a new City Administrator. He said that Mr. Lyons facilitated the Council/Staff retreat this year as well as being known for his experience in the recruitment of fire staff.

*Motion by Councilmember Wennerberg, second by Councilmember Ryer to authorize the Mayor to sign the professional services agreement with Jack Lyons and Associates in the amount of \$9,000.00. Motion carried unanimously.*

- i. Ordinance 1214 Adoption of 2006 International Building Code – 2nd Reading & Adoption

Ms. Hansen presented the staff report explaining the purpose of the proposed ordinance. She said Washington State will adopt the updated codes on July

1, 2007 and this ordinance will maintain consistency with the State and other jurisdictions.

*Motion by Councilmember Wennerberg, second by Councilmember Chappel to adopt Ordinance No. 1214, an ordinance of the City of Stanwood, Washington. Motion carried unanimously.*

- j. Ordinance 1215 Amending Ordinance 1197 relating to the 2007 Budget, 1st Reading.

Interim Finance Director Gordon Hey introduced Crystil Collins who will be the new Finance Director beginning on July 2, 2007. Mr. Hey reviewed the proposed budget amendments and Leslie Moore, Managing Librarian of the Stanwood-Camano Library, explained the proposed improvements to the Library building with cost estimates for the improvements.

Since this is the first reading, no action is required.  
Second reading is scheduled for July 5, 2007.

## **8. Report of Officers and Committees**

### **a. Mayor's Report**

Mayor pro tem Klasse explained the next steps for setting priorities for 2008. She said the interviews for two new Councilmembers will take place on Wednesday, June 27, 2007 at the Stanwood Fire Station.

### **b. Committee Reports:**

- **Finance/Economic Development**

Councilmember Wennerberg reported that the Finance Committee met and discussed the Library proposal and budget amendments. He also mentioned that Crystil Collins also attended the meeting.

- **Public Works/Parks Committee**

No report was given.

- **Public Safety Committee**

Councilmember Wennerberg reported that the Public Safety Committee met with the Fire Department and Police Department. He reported that the Police Department will be revising their Standard Operating Procedures manual and the new fire engine is in service. He also said the Fire Department has applied for grants to acquire two more thermal imagers.

- Community Development/Human Services/Municipal Campus Committee

Mayor pro tem Klasse reported that the next Municipal Campus meeting will take place on July 10, 2007 and a meeting with SHAG will take place on June 25, 2007.

- Personnel Committee

Councilmember Chappel reported that the Personnel Committee will be meeting on July 5, 2007.

c. Staff Reports

City Administrator Bill Beckman reported on the status of the Hatt Slough Project as well as the Train Station Project and reminded everyone that the annual Twin City Idlers car show is being held this Sunday.

Community Development Director Stephanie Hansen reported the next Planning Commission meeting is scheduled for July 9, 2007. The Planning Commission's tour is scheduled for July 25, 2007 and Council is invited to attend.

Mayor pro tem Klasse reminded Council there will be a going away potluck for Gordon Hey on Thursday, June 28, 2007.

Assistant Fire Chief Darin Reid discussed the Fire Department 4<sup>th</sup> of July Centennial Celebration and the 2006 Fire Department report has been delivered to Council's mailboxes at City Hall.


**9. Citizen Closing Comments**

No citizen comments


**10. Adjourn**

There being no further business before the Council, Mayor pro tem Klasse declared the meeting adjourned at 8:00 p.m.

CITY OF STANWOOD

  
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Dianne W. White, Mayor

ATTEST:

  
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Melissa A. Collins, City Clerk