

# CITY OF STANWOOD

*Regular Meeting of the City Council  
Thursday, November 1, 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: Timothy Loney, Andy Chappel, Arne Wennerberg, Shelley Klasse, Conrad Ryer, Bill Carlton and Leonard Kelley.

Also present: Student Advisor Drew Kidd, City Attorney Grant Weed, Finance Director Crystil Collins and Human Resources Director Mathew Pruitt.

### 3. Staff Announcements

City Clerk Melissa Collins announced the launching of the new City web-site. Ms. Collins advised Council the web-site can be viewed at [www.ci.stanwood.wa.us](http://www.ci.stanwood.wa.us).

Finance Director Crystil Collins announced the State Auditor will be holding an exit interview on Thursday, November 15, 2007 at 4:00 p.m. She said if any Councilmembers would like to attend to let the City Clerk know by Wednesday, November 7, 2007.

### 4. Special Presentations

Mayor White presented a certificate of special recognition to Michelle McNabb, owner of A Painter's Edge, for outstanding service to the Community during Operation Clean Sweep.

### 5. Citizen Comments

There were no citizen comments.

**6. Approval of the Agenda**

Mayor White announced there would be an executive session.

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

**7. Consent Agenda**

*Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include items a through c; voucher checks #11851 through #11857 in the amount of \$17,470.08; voucher checks #11858 through #11896 in the amount of \$112,998.46; and payroll checks #4370 through #4437 in the amount of \$210,110.45. Motion carried unanimously.*

**8. New Business**

- a. Resolution 2007-12 Honoring William Beckman for 34 years of dedicated Public Service to the City and name, 92<sup>nd</sup> Avenue at 271<sup>st</sup> Intersection to be also known as "Beckman Blvd"

Mayor White read Resolution 2007-12, Honoring William Beckman, City Administrator for his 34 years of Public Service and naming 92<sup>nd</sup> Avenue at 271<sup>st</sup> Street intersection to be also known as "Beckman Blvd".

Mayor White thanked Mr. Beckman for his many years of dedicated service and presented him with a street sign; "Beckman Blvd", in his honor.

*Motion by Councilmember Klasse, second by Councilmember Chappel to approve Resolution 2007-12. Motion carried unanimously.*

- b. Authorize Finance Director to sign Interlocal Agreement for Document Preparation and Imaging Services w/State of Washington Secretary of State Archives and Records Management Division

City Clerk Melissa Collins presented the staff report and said that in July 2007 the City Clerk's office applied for a Records Management Grant and in August 2007 the City was awarded a grant in the amount of \$17,099. She said with this grant \$2,830 will go toward imaging services.

Ms. Collins added this Interlocal Agreement provides for document preparation, scanning, and microfilming services, which will include original Ordinances, Council Minutes, Board/Committee Minutes and Resolutions dating back to 1903. She reported that most of these records are currently in post-bound books stored at City Hall in the attic and in the former jail cells.

Ms. Collins went on to say that the images will be named by type and date for easy access and will be delivered to the City on an external hard drive. This hard drive will serve as an electronic back-up and will be stored in a secure area at City Hall. The original documents will be transferred to the Regional Branch Archives office in Bellingham for permanent storage.

Ms. Collins answered questions from Council.

*Motion by Councilmember Loney, second by Councilmember Ryer to authorize the Finance Director to sign an Interlocal Agreement with the State of Washington, Office of the Secretary of State, Archives & Records Management Division for document preparation and imaging services. Motion carried unanimously.*

- c. Ordinance 1223 Adopting a new chapter 2.62 of the Stanwood Municipal Code Relating to the Establishment of a Cable Television Advisory Committee, 1<sup>st</sup> Reading

Ms. Collins presented the staff report and said in January 2007, the City signed a Franchise Agreement with WAVE Broadband. Within that agreement the City obtained a Public Access Channel and WAVE provided the City with the equipment and software needed.

Ms. Collins continued by saying this Ordinance would establish a Cable Television Advisory Committee. The purpose of the committee is to act as an advisory board to City staff, the Mayor and City Council for the operation and management of the public access channel. Ms. Collins explained that this channel would be used to provide programming as well as communicate information of general public interest to all citizens who subscribe to the cable system in the greater Stanwood area.

The committee will consist of seven members, each of whom will be appointed by the Mayor, subject to confirmation by the City Council. The qualifications are as follows:

- One member shall be a representative of the Stanwood School District;
- Two members shall be representatives of nonprofit organizations and/or community service groups in the greater Stanwood area;
- Two members shall be at large positions filled by Stanwood citizens; and
- Two members shall be elected members of the City Council.

Ms. Collins went on to say the committee members will serve a term of three years with staggered dates and the City Clerk will serve as the City's Access Cable Coordinator responsible for the administrative management of the

community television channel, as well as the staff person assigned to the committee.

The committee shall act in an advisory capacity to the Mayor and City Council. The committee shall have the following specific functions:

- Make policy recommendations relating to management and operation and propose rules and regulations for adoption by resolution of the City Council;
- Provide guidance and assistance to the Access Channel Coordinator in the management, operation and the implementation of the rules and regulations;
- Resolve disputes and complaints arising from users and viewers and resolve appeals from administrative decisions made by the Access Channel Coordinator;
- Monitor the needs, preferences and desires of the viewing public and make recommendations regarding modifications of the programming and rules and regulations of the channel;
- Make recommendations regarding an annual budget for the channel, including the need for capital improvements; and
- Perform such other duties as requested by the Mayor and City Council.

Since this is first reading, no action is required. 2<sup>nd</sup> reading and adoption is scheduled for the November 15, 2007 meeting.

- d. Ordinance 1224 Levying taxes upon all property, real, personal, and utility, subject to taxation within the corporate limits of the City of Stanwood for 2008, 1<sup>st</sup> Reading

Finance Director Crystil Collins presented the staff report for both Ordinance 1224 and Ordinance 1225. Ms. Collins said the City sets property tax levies annually as part of the budget process. As a Code City under 10,000 in population Stanwood is allowed to levy a regular property tax that is 1% over the prior year plus collect property tax on annexations and new construction at last year's rate. She said the City is also allowed to use banked capacity if banked capacity exists.

Ms. Collins went on to say the City is requesting to use the allowed levy of one percent increase over last year's regular levy, which a one percent increase over last year's regular levy and applying last year's rate to new construction amounts to approximately \$174,000 more in tax revenue than in 2007. She stated the new construction assessed value for 2008 is estimated at \$60 million and the total regular levy for 2008 is estimated to be approximately \$1,751,207 or \$2.728 per thousand dollars of assessed value and includes the levy lid lift for fire in the preceding figures.

Ms. Collins explained the City is also requesting to use the allowed levy on the emergency medical services (EMS) portion of the property tax levy, which calculates to a one percent increase over last year's EMS tax levy, which amounts to approximately \$27,000 more in tax revenue than 2007. The total EMS portion of the levy is estimated to be approximately \$271,672 for 2008.

The other two levies, Ms. Collins said, are for voter approved indebtedness related to the fire truck and fire station. She said these debt service levies are for \$101,800 and \$120,680 respectively.

Ms. Collins ended by saying due in large part to the impacts of new construction on increasing overall assessed values within the City, the City's estimated levy rate will actually decline fifty seven cents from \$3.299 in 2007 to \$2.728 in 2008.

A discussion ensued and Ms. Collins answered questions from Council.

Since this is first reading of Ordinances 1224 and 1225, no action is required. Second reading and adoption is scheduled for the November 15, 2007 Council meeting.

- e. Ordinance 1225 Levying taxes for emergency medical services upon all property, real, personal, and utility, subject to taxation within the corporate limits of the City of Stanwood for 2008, 1<sup>st</sup> Reading

See above.

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

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

Mayor White requested a Finance Committee meeting at 2:00 p.m. on Tuesday, November 6<sup>th</sup> at City Hall with the Finance Director to discuss possible scheduling of another budget workshop. She also reported on her grandson and her trip to Pennsylvania.

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

- Finance/Economic Development Committee

No report was given.

- Public Works/Parks Committee

No report was given.

- Public Safety Committee

No report was given.

- Community Development/Human Services/Municipal Campus Committee

No report was given.

- Personnel Committee

Councilmember Chappel reported the Personnel Committee will be meeting sometime within the next week.

- Student Advisor Report

Drew Kidd reported on the following:

- The last high school football game in Edmonds against Mount Lake Terrace
- Veteran's Day assembly will be held on November 9<sup>th</sup>
- Cleaning up of Church Creek Park

Police Chief Tom Davis added that he and the high school Vice Principal and the City's Public Works Director are working together to find some solutions to the cleaning up of Church Creek Park.

## **9. Citizen Closing Comments**

There were no citizens closing comments.

## **10. Adjourn to Executive Session**

Mayor White adjourned the meeting to executive session at 7:30 p.m. City Attorney Grant Weed announced there will be an executive session of two matters regarding pending litigation for a period of 10 minutes with no action being taken.

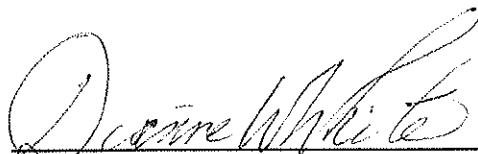
Those asked to attend included the City Council, Mayor White, City Administrator Bill Beckman, Human Resources Director Mathew Pruitt, Community Development Director Stephanie Hansen and City Attorney Grant Weed.


## **11. Reconvene And Adjourn**

The meeting reconvened at 7:55 p.m. There being no further business before the Council, Mayor White declared the meeting adjourned at 7:55 p.m.

CITY OF STANWOOD

ATTEST:

  
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Dianne W. White, Mayor

  
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Melissa A. Collins, City Clerk