

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, December 20, 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, Arne Wennerberg, Shelley Klasse, Conrad Ryer, Bill Carlton and Leonard Kelley.
Councilmember Andy Chappel arrived at 7:08 p.m.

3. Staff Announcements

City Administrator Joyce Papke discussed the changes to the staff agenda reports and asked Council to provide feedback. Council concurred that the changes were good. Ms. Papke also informed Council that Human Resources Director Mathew Pruitt is available to answer any questions from the last meeting where he provided a salary presentation. She said if Council wishes an item 7e could be added to the agenda for further discussion.

Director Pruitt updated Council on staffing changes at City Hall.

4. Citizen Comments

There were no citizen comments.

5. Approval of the Agenda

Mayor White announced there will be an executive session and added item e under new business to the agenda for salary discussion.

Motion by Councilmember Klasse, second by Councilmember Kelley to approve the amended agenda, adding item e under new business; questions regarding salaries.

Motion carried unanimously.

6. Consent Agenda

Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include items a through c; voucher check #12027 in the amount of \$269.92; voucher checks #12028 through #12088 in the amount of \$482,732.58 and payroll checks #4538 through #4569 in the amount of \$33,660.00.

Motion carried unanimously.

7. New Business

a. Ordinance 1222 Amending the 2007 Budget, 2nd Reading & Adoption

Finance Director Crystil Collins presented the staff report and explained the State Auditor requested the City remove the estimated ending cash balance from the appropriations. She said that is why the amount is a negative.

Motion by Councilmember Carlton, second by Councilmember Loney to adopt Ordinance No. 1222 amending the 2007 budget by a negative \$3,002,785 to accommodate the removal of the ending cash balance and the unforeseen increase in expenditures.

Motion carried unanimously.

b. Ordinance 1226 Adopting the 2008 Budget, 2nd Reading & Adoption

Director Collins presented the staff report and advised Council of two minor changes to the proposed 2008 budget since the 1st reading.

1) General Fund; charges for services has increased by \$57,719 due to clarification received on the proposed Police contract for the next three years, which will be presented to Council in early 2008.

2) Cedarhome Well Project: was to be completed in 2007; however, \$200,000 of the project will be completed in 2008. This is a result of moving the \$200,000 to the 2008 budget for housekeeping purposes.

Ms. Collins added that the City has about \$100,000 in revenues over expenditures going into 2008.

Ms. Collins answered questions from Council regarding a deficit versus a balanced budget. She explained the balance that the City is carrying should have multiple uses and that would be a decision for Council to make; therefore, the funds are currently placed in the general fund.

A lengthy discussion took place regarding the 2008 budget and long term objectives. Mayor White expressed to Council the importance of remaining

positive, being an effective Council and Mayor. She felt it is important to focus on the implementation of the economic development study.

Councilmember Wennerberg expressed his concern with the current deficit and requested the City work on getting the budget deficit down. He felt the amount should be closer to balanced. Ms. Collins responded that \$100,000 is a transfer of cash from one fund to another fund, \$94,000 is capital replacement, which will be a one time expenditure, and \$120,000 is for a consulting contract, also a one time expense. The other items are for agreements that have increased in cost.

A lengthy discussion took place between Council, the Mayor, the Finance Director and the City Administrator.

Councilmember Klasse voiced her concern regarding the money in the Mayor's budget for Adult Aging & Services. Councilmember Klasse stated she is supportive of Human Services; however, there are no guidelines or policies in place to give money to any service organization.

Mayor White responded there will be a contract in place between the City and the Stanwood Community & Senior Center.

Councilmember Klasse requested the Adult & Aging Services be removed from the 2008 budget and asked that the Mayor work with the Human Services Committee to begin working on a policy.

Councilmember Carlton agreed with Councilmember Klasse and suggested there be a discussion at the Council regarding where the money should be spent.

Motion by Councilmember Loney, second by Councilmember Kelley to adopt Ordinance No. 1226 setting forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for such funds combined.

Motion by Councilmember Carlton, second by Councilmember Loney to amend the general fund revenue and appropriation number to reduce it by \$250,000 for a total of \$5,754,826.

Councilmember Carlton clarified the \$250,000 as follows:

\$120,000 Economic Development/Grant Writing
100,000 Building Improvement Fund
<u>30,000 Senior Service Center</u>
\$250,000

A lengthy discussion took place regarding the budget, the services provided by the Stanwood Community & Senior Center, coming up with a policy and the process and cost of doing a budget amendment.

Loney: No; Chappel: Yes; Wennerberg: Yes; Klasse: Yes; Ryer: No; Carlton: Yes; Kelley: No.

Amended motion passed 4-3.

City Administrator Joyce Papke appealed to Councilmember Carlton to offer a new amendment adding the \$250,000 back in the budget based on a specific line that is identified. She added once these issues are addressed at the retreat the money would be in the budget and no budget amendment would be needed. She also said it would only be expended upon Council's approval.

Motion by Councilmember Klasse, second by Councilmember Carlton to rescind the previous amendment reducing the general fund by \$250,000; the \$120,000 Mayor budget economic development; \$100,000 municipal campus; \$30,000 senior services; general fund balance total \$5,754,826.

Motion carried unanimously.

Motion by Councilmember Carlton, second by Councilmember Loney to amend Ordinance 1226 to reallocate three line item items, which include economic development/grant writer line, building fund transfer line and the human services and/or senior center to create a new line item in the Mayor's budget in the amount of \$250,000, which would require Council approval prior to its expenditure.

Motion carried unanimously.

A vote was taken on the motion to adopt Ordinance No. 1226 setting forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for such funds combined as amended by the approved amendment.

Loney: Yes; Chappel: Yes; Wennerberg: Yes; Klasse: Yes; Ryer: Yes; Carlton: Yes; Kelley: No.

Motion passed 6-1.

c. Resolution 2007-16 Small Works Roster

Public Works Director Andy Bullington presented the staff report and explained that for many years the City has participated in a small works roster which is a fee-based service providing local government agencies statewide with small public works and consulting services in a way that is efficient and cost effective using electronic formats and procedures pioneered by the City of Lynnwood.

Director Bullington said the City of Lynnwood has made a decision this year to transition their management and oversight of the small works roster program to the Municipal Research and Service Center of Washington (MRSC). The MRSC has provided a way for agencies to solicit quotes or Request for Qualifications and Request for Proposals electronically from contractors or consultants.

There being no fiscal impacts, Mr. Bullington went on to say the annual fee of \$200 has been paid to the City of Lynnwood for the management and oversight of the small works roster; therefore, the Public Works Department had anticipated and budgeted for this cost in the 2008 budget.

*Motion by Councilmember Loney, second by Councilmember Chappel to approve Resolution 2007-16, a resolution of the City of Stanwood, Washington, on the subjects of establishing a small works roster process to award Public Works contracts and a consulting services roster for architectural, engineering and other professional services.
Motion carried unanimously.*

d. Appointment of Salary Commission Members

Human Resources Director Mathew Pruitt presented the staff report and said that recently the Council approved an ordinance stating that an independent Salary Commission shall determine salary levels for City elected officials. He explained that in order to implement the ordinance staff needed to recruit initial members to begin the commission's work and the Mayor needed to nominate five individuals that met the requirements of the Salary Commission Ordinance and have Council approval.

Director Pruitt added that immediately after Council passed the ordinance the Human Resources Director and the City Clerk took steps to recruit members. Recruitment efforts produced no applicants for the Commission and with the help of Mayor White, staff recruited individual community members to sit on the commission.

Mr. Pruitt explained the proposed motion would appoint the Mayor's five nominations to the Stanwood Salary Commission and the terms for the commission members were chosen at random with the goal of complying with the Salary Commission Ordinance:

1. Matthew McCune (3-year term)
2. James Foster (2-year term)
3. Raymond Lee (1-year term)
4. Sonja Butler (2-year term)
5. David Pinkham (3-year term)

Motion by Councilmember Klasse, second by Councilmember Loney to appoint Matthew McCune, James Foster, Raymond Lee, Sonja Butler, and David Pinkham to the Stanwood Salary Commission.

*Councilmember Loney motioned and Councilmember Chappel seconded to amend the previous motion to change the terms of Sonja Butler to a 3-year term and David Pinkham to a 2-year term.
Motion carried unanimously.*

*Mayor White requested roll call be taken on the amended motion.
Motion carried unanimously.*

e. Discussion on Salary Presentation/Questions

No discussion took place.

9. Report of Officers and Committees

a. Mayor's Report

Mayor White wished everyone a Happy Holiday Season.

b. Committee Reports:

- Finance/Economic Development Committee

No report was given.

- Public Works/Parks Committee

No report was given.

- Public Safety Committee

Councilmember Wennerberg reported the Public Safety Committee met to review the Law Enforcement contract and the appointment of David Bales to act as Interim Police Chief beginning in January 2008.

Police Chief Tom Davis reported on the two day training with the high school faculty in preparation for high school violence.

- Community Development/Human Services/Municipal Campus Committee

No report was given.

- Personnel Committee

No report was given.

- Student Advisor Report

No report was given.

9. Citizen Closing Comments

There were no citizens closing comments.

10. Adjourn to Executive Session

Mayor White adjourned the meeting to Executive Session at 8:28 p.m. for a period of one hour to discuss two pending litigations, three personnel issues and potential litigation. Action may be taken afterwards.

Those asked to attend included the City Councilmembers, Mayor White, City Administrator Joyce Papke and City Attorney Grant Weed.

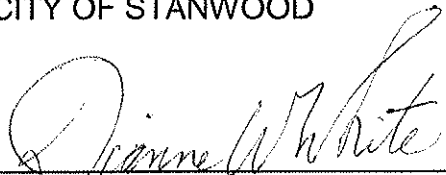
11. Reconvene And Adjourn

The meeting reconvened at 10:04 p.m.

Motion by Councilmember Klasse, second by Councilmember Loney to authorize the Mayor and/or the City Administrator to sign the extension of the Letter of Agreement with the Camano Fire District dated October 2, 2007 up to 6 months. Motion carried unanimously.

There being no further business before the Council, Mayor White declared the meeting adjourned at 10:06 p.m.

CITY OF STANWOOD



Dianne W. White, Mayor

ATTEST:



Melissa A. Collins, City Clerk