

# CITY OF STANWOOD

*Regular Meeting of the City Council  
Thursday, September 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 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, and Leonard Kelley.

Councilmember Bill Carlton's absence was excused.

Staff present: City Clerk Melissa Collins, City Administrator Bill Beckman, City Attorney Grant Weed, Community Development Director Stephanie Hansen, Human Resources Director Mathew Pruitt, Public Works Director Andy Bullington, Police Chief Tom Davis, Fire Chief Mike Ganz and Assistant Fire Chief Darin Reid.

### 3. Citizen Comments

There were no citizen comments.

### 4. Approval of the Agenda

*Motion by Councilmember Klasse, second by Councilmember Loney to approve the amended agenda, removing item #10; Executive Session.  
Motion carried unanimously.*

### 5. Consent Agenda

*Motion by Councilmember Ryer, second by Councilmember Chappel to approve the consent agenda to include item a; voucher checks #11652 through #11727 on the amount of \$371,086.09 and payroll checks #4238 through #4267 in the amount of \$29,350.19. Motion carried unanimously.*

## 6. Public Hearings

- a. To consider the proposed TBD Annexation of approximately 18.5 acres in the City Urban Growth Area.

Mayor White opened the public hearing.

Community Development Director Stephanie Hansen presented the staff report explaining that the entire area is located within the City's urban growth boundary, and no additional properties exist within this part of Stanwood's urban growth area. She said the assessed value of the area is \$441,400 and the petition has been signed by the owner of both parcels included in the annexation.

Ms. Hansen stated that the City Council held a meeting on this annexation on May 17, 2007 and at that meeting the Council approved the boundaries, zoning, and assumption of debt for the annexation as follows:

- Fire Truck \$0.0445/\$1,000 assessed value
- Fire Station \$0.3280/\$1,000 assessed value

Ms. Hansen answered questions from Council.

There being no public testimony Mayor White closed the public hearing.

## 7. New Business

- a. Resolution 2007-10 Intent to Annex Unincorporated Territory Contiguous to the City of Stanwood

Director Hansen presented the staff report and explained to Council that this resolution is required in order to forward the annexation to the Boundary Review Board.

*Motion by Councilmember Loney, second by Councilmember Chappel to pass Resolution No. 2007-10, Resolution of Intent to annex the property known as TBD Annexation Area, forwarding the annexation to the Boundary Review Board. Motion carried unanimously.*

- b. Letter of Appointment to the Stanwood Library Board

Mayor White appointed May Palmer as Library Board Member for the term of September 1, 2007 through December 31, 2009.

- c. Authorize Mayor to enter into a Contractual Agreement with RH2 Engineering Inc, for Consulting Engineering Services of the 68<sup>th</sup> Avenue Road Extension

Public Works Director Andy Bullington presented the staff report and provided background information to Council. Mr. Bullington said on August 16, 2007 Council authorized staff to negotiate terms and conditions with RH2 Engineering Incorporated for consulting engineering services on the 68<sup>th</sup> Avenue Road extension. He stated staff met with RH2 and discussed the proposed scope of work and costs for these services.

Mr. Bullington stated based upon the known information and valued engineering the fiscal impacts for this contract would be \$165,000 or roughly 25 percent of the total costs and would be funded from Traffic Impact Fees already collected. The anticipated total cost break down prior to construction bidding is estimated to be as follows:

▪ Consulting engineering & project management services	\$165,000
▪ Construction estimate	495,000
▪ Property negotiations (unknown)	<u>0 to 20,000</u>
Anticipated Total Costs	\$660,000 to \$680,000

Mr. Bullington answered questions from Council.

*Motion by Councilmember Klasse, second by Councilmember Ryer to authorize the Mayor to enter into a contractual agreement between the City of Stanwood and RH2 Engineering Incorporated for consulting engineering services of the 68<sup>th</sup> Avenue Road extension.*

*Motion carried unanimously.*

- d. Authorize an off cycle budget adjustment of \$67,514.13 and Authorize the Mayor to enter into an Agreement with Bacon Concrete to conduct sidewalk repair on 76<sup>th</sup> Avenue

Director Bullington presented the staff report and said that on April 2, 2007 the City received notice of an incident on 76<sup>th</sup> Avenue of a trip and fall due to raised and damaged sidewalk panels. Mr. Bullington said following the notification City staff conducted a field inspection of the location and identified numerous locations of uneven and damaged substandard sidewalk panels.

Mr. Bullington stated as a result of the City's inspection and recent trip and fall incident there was a decision made by Bill Beckman, City Administrator to close this portion of the sidewalk to ensure pedestrian safety until staff could develop a scope of work and secure funding to remedy the issue.

Mr. Bullington advised Council that staff requested bids from contractors off of the Lynnwood's Small Works Roster and met with five contractors to review the scope of work of the proposed project.

Mr. Bullington explained that in the 2007 annual budget there is no budget provision for this unforeseen project. He said in order to conduct repair activities, Council would need to authorize an off cycle budget appropriation of \$67,514.13 from the REET account, which will be transferred to the street repair and maintenance account.

Mr. Bullington answered questions from Council.

*Motion by Councilmember Ryer, second by Councilmember Kelley to authorize an off cycle budget adjustment of \$67,514.13 and authorize the Mayor to enter into an agreement with Bacon Concrete to conduct the required repairs.*

*Motion carried unanimously.*

- e. Authorize Mayor to sign Professional Services Agreement with Hough Beck and Baird for the development of Heritage Park Lighting and Drainage Plans, Engineering, and cost estimates for the Youth Athletic Facilities Grant process

Director Hansen presented the staff report and said that the purpose of this contract is to hire Hough, Beck and Baird and their sub-consultants to devise a lighting and drainage plan for one, possibly two of the baseball fields at Heritage Park. She stated the City is eligible to receive a grant from the State Recreation and Conservation Office to improve youth athletic fields.

Ms. Hansen added that eligible projects must expand the current use of the fields and must be used for competitive play at the youth level. She said the City submitted a letter of interest and has received positive feedback.

Ms. Hansen advised Council that this grant has a maximum of \$75,000 and requires a 50% match. In addition, the Little League has indicated they have funds of approximately \$25,000 to put towards the fields making the entire budget for the project \$175,000, with a \$75,000 outlay in City funds for the 2008 budget.

Ms. Hansen proposed utilizing funds from the Community Development Professional Services budget and recommends Council authorize the Mayor to sign the contract.

Mayor White and the City Council commended Ms. Hansen on obtaining this grant.

*Motion by Councilmember Klasse, second by Councilmember Loney to authorize the Mayor to sign the contract with Hough Beck and Baird for the development of Heritage Park lighting and drainage plans, engineering and cost estimates for the Youth Athletic Fields Grant.  
Motion carried unanimously.*

- f. Ordinance 1220 Annexing City property known as the "Bryant Well Annexation Area" 2<sup>nd</sup> Reading & Adoption

Director Hansen presented the staff report and recommended that the City Council approve the Bryant Well Municipal Annexation.

*Motion by Councilmember Wennerberg, second by Councilmember Loney to adopt Ordinance 1220 annexing City owned property known as the "Bryant Well Annexation Area", which is contiguous to the existing Stanwood City limits and which is located within the Stanwood Urban Growth Boundary.  
Motion carried unanimously.*

- g. Appointment of Gary Shirley to the Stanwood Planning Commission

Director Hansen introduced Gary Shirley to Council and advised them that the Planning Commission recommends his appointment.

*Motion by Councilmember Loney, second by Councilmember Kelley to appoint Gary Shirley to a five-year term on the Stanwood Planning Commission through September 2012.  
Motion carried unanimously.*

- h. Ordinance 1221 Establishing a Salary Commission for the City and adding a new chapter 2.10 to the Stanwood Municipal Code, 1<sup>st</sup> Reading

Human Resources Director Mathew Pruitt presented the staff report explaining that Mayor White assigned the Personnel Committee to draft a Salary Commission Ordinance in response to a proposal to increase salaries for the Mayor and City Council.

Mr. Pruitt explained the Personnel Committee met on September 6, 2007 and discussed the following items:

1. The number of members that are to be appointed to the Commission;
2. The number of years that Commission members shall serve;
3. Whether or not Commission members need to be residents of the City and if not, what are the requirements;
4. When the Commission meets and how often;
5. When the Commission commences, and;
6. When the salary increases or decreases shall take effect.

Mr. Pruitt said the Personnel Committee's recommendation is that the Commission shall consist of five members; a member of the Commission shall serve a three year term without compensation, and shall be a resident of the City. Mr. Pruitt added the initial members shall be appointed for staggered terms of one, two or three years; no member of the Commission shall be appointed to more than two terms; the Commission will commence in 2008 to review the salaries paid by the City for each elected City official and the initial Salary Commission will meet between January 1, 2008 and March 31, 2008 to determine increases or decreases for the balance of the 2008 calendar year. Thereafter, the Commission shall meet between May 1 and July 31 to determine salary adjustments, which will become effective on January 1 of each calendar year, beginning on January 1, 2009.

Mr. Pruitt and City Attorney Grant Weed answered questions from Council.

Since this is 1<sup>st</sup> reading no action is required. Second reading and adoption is scheduled for October 4, 2007.

- i. Authorize Mayor to sign Interlocal Agreement for Emergency Management Services with Island County Fire District #1

Assistant Fire Chief Darin Reid presented the staff report explaining in the interest of emergency planning, the City of Stanwood and Island County Fire District #1 have jointly entered into an agreement to support one employee to coordinate emergency management for both entities.

Chief Reid stated through the Interlocal Agreement, an Emergency Manager shall be provided to the City for sixteen hours of work per week pursuant to an agreed upon schedule by the parties. He said for provision of this service by the District, the City shall pay the District a monthly payment of \$2,773.00.

Chief Reid answered questions from Council.

*Motion by Councilmember Kelley; second by Councilmember Chappel to authorize the Mayor to sign the Interlocal Agreement for Emergency Management Services with Island County Fire District #1 in order to continue with the City's master mitigation, preparedness, response and recovery planning.*

*Motion carried unanimously.*

- j. Authorize Mayor to sign Amendment to Personal Services Contract with John Galt, Hearing Examiner

Bill Beckman, City Administrator, presented the staff report and said John Galt currently serves as the City's Hearing Examiner under the terms of a

Personal Services Contract, which the City entered effective August 7, 2000 and last amended effective January 1, 2003.

Mr. Beckman explained the current contract is open-ended and provides that Mr. Galt be paid at the rate of \$100.00 per hour, not including travel time, actual time spent in hearing, deliberating and preparing decisions on the cases which came before him.

Mr. Beckman advised Council that Mr. Galt is requesting an increase in the \$100.00 billing rate to \$110.00. He said it has been four years since he has requested any rate increase and recommended to Council that they approve the Hearing Examiner's request to amend the Professional Services Agreement at the rate of \$110.00 per hour.

*Motion by Councilmember Loney, second by Councilmember Ryer to approve the Hearing Examiner's request for an amendment to the Professional Services Contract to be paid at the rate of \$110.00 per hour for actual time spent on the City's work, not including travel time to and from the City, effective January 1, 2008.*

*Motion carried unanimously.*

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

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

Mayor White reported on the hiring process and recent interviews for the City Administrator position and advised that the employment contract would be presented to Council at the October 4, 2007 meeting. Mayor White assigned Councilmember Loney, Carlton and Wennerberg to work with the Human Resources Director to review the contract and provide feedback. She also invited Council to a workshop at 6:00 p.m. on October 4, 2007 to meet and greet the candidate.

Mayor White also reported on the following:

- Art walk downtown
- Harvest Jubilee
- Train Station update

b. Committee Reports:

- Finance/Economic Development Committee

No report was given.

- Public Works/Parks Committee

Councilmember Ryer reported the Public Works/Parks Committee met to discuss the items that were presented on the agenda.

- Public Safety Committee

Councilmember Wennerberg reported the Public Safety Committee met and discussed and Emergency Management Interlocal Agreement, as well as contract negotiations.

Police Chief Tom Davis added the police department currently has two officers out due to an injury and resignation. He also reported on the Student Advisor Resolution, which will be presented at the October 4, 2007 Council meeting and added free gun locks are now available to anyone that wants one.

- Community Development/Human Services/Municipal Campus Committee

Councilmember Klasse reported the Community Development/Human Services/Municipal Campus Committee has a meeting scheduled for October 2, 2007.

- Personnel Committee

No report was given.

c. Staff Reports

Human Resources Director Mathew Pruitt thanked the Personnel Committee for participating in the interview process for the new City Administrator. Mr. Pruitt also announced all open positions within the City have been filled.

**9. Citizen Comments**

There were no citizen comments.

**10. Adjourn to Executive Session**


There was no Executive Session.

**11. Reconvene And Adjourn**

There being no further business before the Council, Mayor White declared the meeting adjourned at 8:13 p.m.

CITY OF STANWOOD

ATTEST:

  
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Dianne W. White, Mayor

  
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Melissa A. Collins, City Clerk