

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, April 24, 2008 – 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.

Mayor White requested a moment of silence for Stanwood High School senior, Blair Buchanan, who passed away Monday in an automobile accident.

Student Advisor Drew Kidd spoke about Blaire's service being held on Sunday.

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: City Administrator Joyce Papke, City Attorney Grant Weed, Human Resources Director Mathew Pruitt, Public Works Director Andy Bullington, Chief of Police David Bales, Finance Director Crystil Collins, Fire Chief Mike Ganz, Assistant Fire Chief Darin Reid and Interim Community Development Director Micheal Nicholson.

3. Staff Announcements

Finance Director Crystil Collins provided Council with the 1st Quarter Financial Report ending March 31, 2008.

Public Works Director Andy Bullington discussed the memo he sent regarding the project update on 68th Street and advised Council that the construction date has been pushed back until the following year.

Police Chief David Bales provided a brief summary of the 2007 annual police report, which was presented to Council.

4. Citizen Comments

Joe Wilson, a resident of Everett, introduced himself to Council and announced that he is running for the position of Snohomish County Superior Court Judge.

5. Approval of the Agenda

Mayor White announced there would be no executive session.

Motion by Councilmember Klasse, second by Councilmember Loney to approve the amended agenda removing item 10 executive session. Motion carried unanimously.

6. Consent Agenda

a. Approval of Payroll Checks and Vouchers

Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include item a; voucher checks #12603 through 12665 in the amount of \$165,423.26 and voided check # 12616. Payroll checks warrant #4947 through 4977 in the amount of \$28,910.00. Motion carried unanimously.

7. New Business

a. Ordinance 1231 Amending Chapter 17.85 of the SMC to Revise the City's Procedures of Noticing of Public Hearings

Interim Community Director Micheal Nicholson presented the staff report and said that Ordinance 1231 amending chapter 17.85.010 of the Stanwood Municipal Code (SMC), which regulates noticing procedures for public hearings. He added the subject of the hearing is site specific and this section of the code required that a detailed notice of the public hearing goes out to all property owners within 300 feet of the subject property.

Mr. Nicholson stated that certified mail is costly, time consuming and relatively ineffective. He explained that each piece can cost up to \$4.00 per mailing and staff is required to fill out a post office form for each piece, in many cases, over half of the notices are returned because many people will not go to the post office to pick up the certified mail.

Mr. Nicholson said that the Planning Commission recommended at its March 10, 2008 meeting to approve Ordinance 1231.

Councilmember Klasse expressed her concerns regarding the Ordinance not going before a Council committee and the notification of property

owners further away from 300 feet of subject property. She also said she wasn't sure why certain items were stricken from the Ordinance.

Mr. Nicholson responded the items stricken were requested by the City Attorney's office since they do not pertain to this section of the code being changed. He then added that in addition to the notice being mailed out there is a published notice in the newspaper, as well as a notice on site.

Councilmember Carlton questioned why the three ordinances on the agenda are not subject to a second reading. City Attorney Grant Weed responded that the City traditionally has a first and second reading but it is not required by state law, Council procedures or the City Code. He said Council can consider an ordinance as many times as they want on any agenda.

Motion by Councilmember Carlton, second by Councilmember Loney to defer this Ordinance to the next Council meeting and Council direct the Community Development Committee to review with the City staff the entire amendment. Motion carried unanimously.

b. Ordinance 1232 amending Chapter 3.20 of the SMC Regarding Fiscal Policy

Finance Director Crystil Collins presented the staff report stating that the current Stanwood Municipal Code (SMC) Chapter 3.20 Fiscal Policy has been in place since 1971. She said up until recently this policy has worked well for the City and at this time it is being requested that the City Council take action to amend this chapter to better reflect the current City structure.

Ms. Collins explained that currently the SMC Chapter 3.20 states that "no account or other demand against the city shall be allowed until the same has been audited and reported on by the Finance Committee and voted upon by the entire Council, except that the City Clerk-Treasurer is authorized to make the following expenditures subject to the post audit of the Council." She added that it lists out the exceptions to the above statement, which was common practice for cities when this code was adopted back in 1971.

Ms. Collins went on to say that currently the City of Stanwood is issuing checks on the same schedule as the City Council meetings. Due to timing of due dates and the change in internal processing, it has become necessary to review SMC 3.20 to see if it still meets the City's needs. Ms. Collins stated she felt that this does not and added that at this time approximately five to ten exceptions a week are being made to make sure that we are not being charged late fees and interest.

Motion by Councilmember Kelley, second by Councilmember Loney to approve Ordinance 1232 amending Chapter 3.20 of the Stanwood Municipal Code regarding Fiscal Policy. Motion carried unanimously.

- c. Ordinance 1234 Amending Chapter 2.08 of the SMC Relating to Mayor, City Councilmembers & Mayor pro tem Compensation

City Clerk Melissa Collins presented the staff report and said that in October 2007 the City Council adopted Ordinance 1221 establishing a Salary Commission for the City; and added a new chapter 2.10 to the SMC. She explained that this authorized the City to establish an independent Salary Commission with authority to set the salary of the members of the Council and other elected City officials.

Ms. Collins added that the initial Salary Commission meetings took place on January 14, 2008 and again on February 19, 2009. At those meetings the Salary Commission determined a salary schedule for the Mayor, City Councilmembers and Mayor pro tem effective March 1, 2008.

Ms. Collins ended by stating that Ordinance 1234 amends the SMC to read the City's elected officials shall receive as compensation for services to the City of Stanwood a payment as determined by the Salary Commission pursuant to the SMC Chapter 2.10.

Motion by Councilmember Loney, second by Councilmember Carlton to adopt Ordinance 1234, an ordinance of the City of Stanwood, Washington, amending the Stanwood Municipal Code sections 2.08.240, .260 AND .270 regarding compensation for Mayor, Councilmembers and Mayor pro tempore as presented. Motion carried unanimously.

- d. Resolution 2008-4 Authorizing the Finance Director to Arrange for and to Execute the Sale of Ford F350 Northstar Ambulance

Director Collins presented the staff report. She said the City of Stanwood owns a 2002 Ford F350 Northstar ambulance and the city wishes to surplus it. Ms. Collins explained it is no longer of use to the Fire Department and Whatcom County Fire District #8 is in need of this vehicle and would like to purchase it for an estimated value of \$4,500.

Motion by Councilmember Wennerberg, second by Councilmember Loney to approve Resolution 2008-4 authorizing the Finance Director to arrange for and to execute the sale of said property. Motion carried unanimously.

- e. Authorize Mayor to sign the Federal Fiscal Year 2008/2009 Interlocal Agreement between the City and the Snohomish Regional Drug Task Force

Police Chief David Bales presented the staff report and answered questions from Council. Chief Bales explained the City of Stanwood has been a partner agency for the past 20 years and this annual Interlocal Agreement renews Stanwood's participation for Federal Fiscal Year 2008-2009.

Chief Bales advised Council there is no financial impact on the 2008 budget. In January the City was billed for, and paid, the 2007-2008 assessment of \$1,136.00. He said the 2008-2009 assessment of \$1,173.79 would need to be appropriated in the 2009 budget for payment in early 2009.

Motion by Councilmember Loney, second by Councilmember Wennerberg to authorize the Mayor to sign the Federal Fiscal Year 2008-2009 Interlocal Agreement between the City of Stanwood and the Snohomish Regional Drug Task Force. Motion carried.

8. Report of Officers and Committees

a. Mayor's Report

Mayor White shared a photo of her new grandchild. She also discussed her attendance at the Snohomish County Health District meeting and the Snohomish County Tomorrow meeting that she recently attended.

b. Committee Reports

Councilmember Klasse reported on the Planning Commission meeting, which was held on April 14th.

c. City Administrator Report

City Administrator Joyce Papke reported on the following items:

- Stanwood Rail Station and Bathroom:
Construction of the project is slated to be completed by July 2009.
- Village Commons Commercial Utilities Agreement:
Staff is working on an MOU Agreement between Village Commons Condominium Homeowners Association for utility billing.
- Cedarhome Well:
Construction is 98% completed.

- **Water Treatment Plant Construction:**
Construction is underway with grading, fencing, building footings and some piping in place. Completion date is January 2010.
- **Water Comp Plan:**
The Water Comprehensive Plan is underway, engineering analyses being conducted.
- **Cedarhome 0.65 MG Elevated Reservoir:**
The engineering portion of the elevated tank is complete and is under review by the City and other regulatory agencies. Bidding for the construction of the elevated tank is projected for October 2008 with construction to begin in 2009.
- **Lindstrom Sewer Lift Station Transfer:**
Staff inspected the lift station and provided the developer with a list of required upgrades to bring it into compliance with Public Works construction standards prior to recommending to Council their consideration of the request to transfer ownership. Improvements have been completed and the request will be coming before Council the first meeting in May.
- **Bio Solid Management Plan:**
In January 2008 the Department of Ecology informed the City of new regulations that have been approved which requires the City's Wastewater Treatment Plant to exercise a Bio-Solid Management Plan.
- **Wastewater Discharge Permit:**
The Department of Natural Resources is reviewing our permit application and it is anticipated that a new 20-year permit will be issued in 2008.
- **68th Road Alignment and Reconstruction:**
The 68th road alignment and reconstruction project is being developed to allow for thru traffic on 68th street, realigning the intersection of 68th street providing additional pedestrian safety features.
- **Lions Park Construction:**
The entire project should be complete by the end of July 2008.

- Hazardous Tree Removal Church Creek Park:
As of April 2008 all elements have been completed and staff is developing a maintenance and budget plan for continued maintenance of the trees in this park.
- Skate Park Improvements:
The Community Resource Center and Vito Z skate group have indicated a desire to move forward with the construction of the new element prior to the proposed master plan even if it means that the entire skate park would be required to be relocated in the future. This item will come before the Council in May.
- Facility Maintenance and Building Assessment:
Staff will be reviewing all of the submitted Request for Qualifications and short listing a group for interviews and selection. This process should be completed with a recommendation back to Council by June 2008.
- Library Drainage Project:
Last year staff identified and budgeted monies to fund the repair of the drainage situation wherein water is collected underneath the Library building. Contractual services for the repair will take place in July 2008.
- Schloredt Drainage Agreement:
An agreement was reached and as part of the agreement the City is required to install a chain link debris fence across the drainage channel. It is anticipated the required work will be completed no later than July 2008.
- Pioneer Highway/532:
Public Works, the Fire Department and WSDOT are working together to develop a safer entry from the Fire Station onto 532 during peak traffic hours.
- Grants:
Public Works has prepared and submitted Safe Walk to School grant application for 68th Street Alignment and Reconstruction Project and 267th Sidewalk gap project.

The Fire Department has applied for two federal grants. The first application is for firefighter breathing apparatus and the second is for a ladder truck.

- **Fire Services Contract Amendments:**
Staff is working on the amendments to the fire services contracts needed to pay the 2008 increases. These will come before Council in May. Staff is also working on the revisions to the Code regarding fireworks.
- **Records Management:**
The City Clerk's office has been working to implement the City's new records management program. Four boxes of permanent records are ready to be microfilmed and put in permanent storage at the Bellingham Archives.
- **Annual Report and Budget Process:**
Staff is working on putting together the City's annual financial report for 2007.
- **2008 Budget Process:**
The Finance Director is designing the City's 2008 process and putting together the 2008 budget calendar.
- **Annexations:**
The Community Development Director is currently working on three annexations: The White Annexation, Manning Weatherby Annexation and the Johnson Webster UGA expansion and Annexation.
- **Staffing Issues:**
Negotiations for two of the City's collective bargaining agreements will begin in July. Currently the City is in the recruitment process for a Water Plant Operator and a Community Development Director.
- **Personnel Policy Update:**
The Management Team has begun a series of regular monthly meetings to undertake a complete review and revision process regarding the City's personnel policies.
- **Council Policies:**
At the direction of the City Council, staff is working with Council committees to bring forward policies for contracting with human services providers, as well as organizations that provide cultural community events and projects.
- **Community Event and Human Services Contracts:**
Staff has been working through the agreement, by which the City Council can provide the \$1,700 in rented equipment to the Twin

City Idlers, in exchange for services rendered for the public good. The next contract will be with the Harvest Jubilee Committee for \$1,000.

d. Student Advisor Report

Student Advisor Drew Kidd reported on the following items:

- The upcoming prom taking place at Union Station in Seattle.
- Campus Beautification Project beginning on May 17th.
- Success of Hoops for Davis, which raised approximately \$5,000.
- Blair Buchanan's memorial at Stanwood High School.

9. Citizen Closing Comments

There were no citizens closing comments.

10. Adjourn to Executive Session

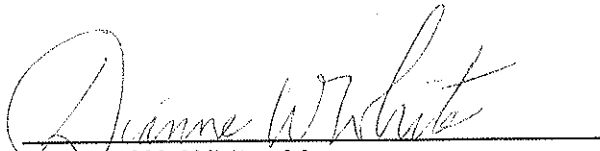
There was no executive session.

11. Reconvene And Adjourn

There being no further business before the Council, Mayor White declared the meeting adjourned at 8:30 p.m.

CITY OF STANWOOD

ATTEST:


Dianne W. White, Mayor


Melissa A. Collins, City Clerk