

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, May 22, 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.

2. Roll Call

Front Office Coordinator Julie Johnson called the roll with the following Councilmembers present: Timothy Loney, Andy Chappel, Arne Wennerberg, and Bill Carlton.

Councilmembers Klasse, Ryer, and Kelley's absences were excused.

Also present: City Attorney Grant Weed, City Administrator Joyce Papke, Finance Director Crystil Collins, Public Works Director Andy Bullington, City Clerk Melissa Collins and Police Sergeant Bill Bachand.

3. Special Presentation

a. "Vision of Stanwood" presented by Mrs. Anderton's 3rd – 5th Grade Class

Mrs. Anderton's students presented their ideas on how they would change the City. Their presentation included specifics on creating an historical district, family friendly entertainment and shopping areas, walking and biking paths, utilizing the waterfront area and improving recreation areas.

4. Staff Announcements

Human Resources Director Mathew Pruitt announced that Public Works Supervisor Les Anderson was named Employee of the Quarter.

5. Citizen Comments

The following citizens voiced their concern about possible illegal trapping and releasing of cats in the City:

Carol Scott, 27204 102nd Dr. NW, Stanwood
Kendal Scott, 27204 102nd Dr. NW, Stanwood
Ellen Bowles, 23224 Marine Dr., Stanwood

The following citizens stated their support for the construction of a new skate element within Heritage Park's skate area:

Christine Connor, Stanwood Community Resource Center
Bill Zingarelli, 17327 Shues Lane, Stanwood
Amy Lake, 27817 80th Ave., Stanwood
Chris Carruthers, 566 Lieland Drive, Stanwood
Tom Bird, Stanwood

6. Approval of the Agenda

Mayor White announced there would be an executive session.

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

7. Consent Agenda

- a. Approval of Payroll Checks and Vouchers
- b. Minutes of the February 7, 2008 Regular Meeting
- c. Minutes of the February 21, 2008 Special Meeting Workshop

Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include items a through c; voucher checks #12717 through #12793 in the amount of \$986,794.53; and voided checks #12719 and #12772; Payroll checks warrant #5050 through #5080 in the amount of \$28,660.00. Motion carried unanimously.

8. New Business

- a. Authorize the Community Resource Center & Vito Z Skate Group Request for Construction of New Skate Element within Heritage Park's Skate Area

Public Works Director Andy Bullington presented the staff report explaining that the Community Resource Center and Vito Z Skate Group have completed their design, secured donated materials and contracted professional services and are now ready to move forward to construct the new element of the existing skate park. He said the group must comply with the required construction process which will require no up front cost to the City. There will be some additional costs for maintenance, operation and insurance for the enhancement. Mr. Bullington reminded Council if they approve any funding or waive any fees the project will be viewed as a public

works project that will require a public process and payment of prevailing wages. Mr. Bullington added since the project is on City property, the contractor must meet Washington Cities Insurance Authority requirements.

Council discussed the master planning of Heritage Park and how it will affect the skate park, parking issues and future use of the skate park. Council also expressed concern about the possibility of relocating the new elements skate park once the completion of the master plan is finished. Mr. Bullington confirmed that the group would like to complete the construction project prior to the proposed master plan even if it meant that there is a potential that the existing skate park location may be in conflict with the ultimate design of Heritage Park.

Mayor White voiced her support of the group going ahead with the project.

Motion by Councilmember Carlton to delay the Community Resource Center and Vito Z skate group request, request the Public Works Committee meet, discuss master-planning Heritage Park, and report to the full council on their recommendations. There was no second, therefore; the motion failed.

Motion by Councilmember Loney, second by Councilmember Chappel to approve the Community Resource Center and Vito Z skate group request, allow the group to move forward with the construction of the new element pursuant to RCW 35.23.352 (1) and request staff to move forward with budgeting for master-planning in FY2009 for Heritage Park. Loney: Yes; Chappel: Yes; Wennerberg: Yes; Carlton: No. Motion passed 3-1.

- b. Authorize Mayor White to sign agreements with Washington State Department of Transportation and the Snohomish Public Utility District for pass through funding & under grounding of public utilities at the Stanwood Train Station

Director Bullington presented the staff report and explained this agreement is for pass through funding. Upon completion of the under grounding work, Washington State Department of Transportation will reimburse the City with the \$167,500 pass through funds which will be allocated back to the building improvement fund thus resulting in no cost to the City. He responded to questions from Council regarding the transmission lines. He also stated that the project is ahead of schedule at this point.

Motion by Councilmember Loney, second by Councilmember Chappel to authorize Mayor White to sign the agreements with Washington State Department of Transportation and the Snohomish Public Utility District for pass through funding and under grounding of public utilities at the Stanwood Train Station. Motion carried unanimously.

- c. Award the bid for the Lions Park Play Equipment Project to Architecreation in the amount of \$59,897.43

Director Bullington presented the staff report. He said the first phase of construction is near completion. The second phase of the project was sent out to public bid and is ready to be awarded. If awarded, construction should begin within 30 days of award of contract with anticipation of the park opening in July of 2008. There were two bids submitted ranging from \$59,897.42 to \$82,717.59. Mr. Bullington responded to questions from Council regarding the increased materials costs and donations that have been received. He stated that the project will be over budget, but the original engineer's estimate was \$300,000, and he feels that he can keep this project under that original estimate.

City Administrator Joyce Papke commented that this project was in progress when Mr. Bullington was hired and the additional funding needed will come from funds that were planned for Heritage Park that they were unable to utilize this year.

Motion by Councilmember Loney, second by Councilmember Chappel to award the Lions Park Playground Equipment construction contract to Architecreation Inc, for the sum of \$59,897.42, exercise SMC 2.08.130 and authorize Mayor White to sign all necessary documents. Motion carried unanimously.

- d. Authorize Mayor White to sign Amendment to Interlocal Agreement for Administrative and Operational Services

Finance Director Crystil Collins presented the staff report. She pointed out that the City has had an Administrative and Operational Services Agreement with Island County Fire Protection District No. 1 since November 1, 2005 and both parties wish to continue the partnership. Ms. Collins said the most recent service agreement has a rate of \$72,000 a year. A new rate is being proposed and is included in this amendment. The agreement allows for annual rate adjustments but does not specify how they should be approved. At this point in time both parties are in agreement to the rate. The increase in the 2008 fee is approximately 58.9% over 2007. Funds were budgeted in 2008 to cover the increase.

Motion by Councilmember Carlton, second by Councilmember Loney to authorize Mayor White to sign the amendment to interlocal agreement for administrative and operational services. Motion carried unanimously.

9. Report of Officers and Committees

a. Mayor's Report

Mayor White reported on the following:

- National Nursing Home Week was last week.
- Attended the Snohomish Health District Board Orientation
- Attended the Housing Hope Stone Soup fundraiser

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

No report was given

- Student Advisor Report

No report was given.

c. City Administrator Report

City Administrator Joyce Papke reported on the following items:

- Stanwood Rail Station and Bathroom:
Contracts have been developed with WSDOT and the PUD for undergrounding of the overhead utilities and for the pass through funding.

- Village Commons Commercial Utilities Agreement:
Agreements between Village Commons Condominium Homeowners Association, Village Commons Commercial Units and the City of Stanwood for utility billing have been developed.
- Cedarhome Well:
Well construction is complete and currently on line providing 600 gallons per minute in full operation to the City system.
- Water Treatment Plant Construction:
Construction is underway with 20% of the project now complete.
- Water Comp Plan:
Engineering analyses is still being conducted for the Water Comprehensive Plan. This process is conducted every six years.
- Cedarhome 0.65 MG Elevated Reservoir:
The engineering portion of the elevated tank is complete. Bidding for construction of this facility has been moved up from October to June of 2008.
- Lindstrom Sewer Lift Station transfer:
The Lindstrom sewer lift station was successfully transferred to the City and is now being managed and maintained by City staff.
- Bio Solid Management Plan:
Currently staff is in the process of developing an approved waste testing program to allow the City to analyze cost effective procedures to ensure compliance with the Department of Ecology.
- Wastewater Discharge Permit:
The Department of Natural Resources informed staff in May that their review is almost complete and they anticipate the City should have a new 20-year permit in place by the end of this year.
- Lions Park Construction:
Cement basketball courts have been poured, drainage is installed and other project elements are under construction. It is anticipated this phase will be completed during June with the entire project complete by the end of July 2008.
- Skate Park Improvements:
The Community Resource Center and Vito Z skate group indicated a desire to move forward with the construction of the new elements

prior to the proposed master plan even if it means that the entire skate park would be required to be relocated in the future.

- **Facility Maintenance and Building Assessment:**
Staff will be reviewing submittals resulting from the request for qualifications and short listing a group of the most qualified for interviews and selection. This process should be completed with a recommendation back to Council for award of contract by July 2008.
- **Big Ditch:**
Staff is working with County Council and the Snohomish County Surface Water Management team to develop a feasibility study for a project that would increase the height of the road just south of the Big Ditch, north of town.
- **Grants:**
Public Works has submitted Safe Walk to School grant applications for 68th Street Alignment and Reconstruction Project and 267th Sidewalk Gap Project. Fire Department applied for two federal grants. The first application is for firefighter breathing apparatus and the second application is for a ladder truck. Staff has also applied for at least one possibly two Stanwood Camano Area Foundation Community Grants to help with the City's human services grant process and help with the City's 4th of July fireworks show.
- **Fire Services Contract Amendments:**
Finance and Fire finished working on amendments to the fire services contracts. The City Clerk's office and Fire are still working on the revisions to the Code regarding fireworks.
- **Records Management:**
The Clerk's Office has been working to implement the City's new Records Management Program. Currently there are 38 boxes of permanent records ready for transfer to permanent storage at the Bellingham archives. 96 boxes containing records that have exceeded their retention period are ready for destruction. The Clerk's Office has organized five boxes of individually indexed original ordinances and resolutions dating back to 1903 and three boxes of Council minutes dating back to 1903 have been indexed and will be sent to the Bellingham Archives for safekeeping.
- **Government Channel:**
City staff is currently working with WAVE Broadband and the Stanwood-Camano School District on an Interlocal Agreement, which would allow the School District access to the WAVE Broadband public access channel.

- **Annual Report and Budget Process:**
Finance staff is working on putting together the City's annual financial report for 2007. Staff is also researching the possibility of going from utility billing post cards to full statements. LID redemption is going on, as is an inventory of the City's assets.

- **Planning and Community Development:**
Staff is working on the White Annexation. The Manning Weatherby Annexation is now referred to as Mineral Point. Staff is working with Scandia, which replaces the Cookie Mill on signage issues. Coastal Community Bank is scheduled to open on June 2. Pre-application meetings have taken place for 3 duplexes, 36 attached townhomes. The Planning Commission is discussing Design Standards, Neighborhood Business Zone and Traditional Neighborhood Alternate Code proposed changes. The next Economic Development CAC meeting is scheduled for May 28th. Staff is reorganizing computer files to be more easily access.

- **Staffing Issues:**
Negotiations for two of the City's collective bargaining Agreements will begin in July. Staff is preparing for interviews for the Community Development Director position. Our Building Permit Coordinator Andy Galuska, has moved on to City of Lake Forest Park. The City has hired a Water Plant Operator Frank Cook. Staff has initiated a Public Works Summer Program in cooperation with Stanwood High School. Staff is looking into a Worker's Comp Retro/Safety Program. The City's Safety Committee had their first quarterly meeting recently.

- **Law Enforcement:**
The Police Department is working on one of its 2008 goals of enhancing crime prevention and citizen partnerships. Sergeant Palmer and Detective Betts are working with the Stanwood Chamber of Commerce to establish a Merchant's Crime Watch. Deputy Jensen and Sergeant Palmer are planning for Stanwood's 5th Annual Citizen's Academy to start in September. Staff is working with Ann Plunkett to expand the Sheriff's Office volunteer/citizens patrol program to Stanwood. Staff is looking at a possible workshop to explore ideas for Lincoln Estates.
Staffing Changes: Deputy Daryl Hansmann will be reporting on duty on night shift May 22nd. Deputy Alex Ross has been filling in for Hansmann and will return to his assignment at the South Precinct. Deputy Holdel will go out on long term disability for a prescheduled surgery May 27th. Deputy Kingsberry will move into Holdal's spot. The new patrol vehicles are all deployed.

- **Community Event and Human Services Contracts:**
Staff has been working through the agreement for rented equipment to the Twin City Idlers. The Finance Director and Finance Committee are putting together one of these policies.
- **Council Pending:**
Code Change – Two meetings ago a minor code change was presented that would have allowed our required planning and zoning mailing to go out without being certified. The item was sent to the Community Development Committee, who elected not to support this Code change.
Council Committees – A majority of Council indicated this topic should be addressed and get things figured out. One person indicated it should be a separate workshop, one Councilmember indicated it should be a regular meeting topic.

9. Citizens Closing Comments

Ed Farrey, 27313 Pioneer Highway, Stanwood, WA
Mr. Farrey had questions regarding parking at Lions Park. Mr. Bullington will address this issue with the neighborhood.

The following citizens voiced their concern about possible illegal trapping and releasing of cats in the City:

- Susan Palmer, 27225 103rd Drive, Stanwood, WA
- David Anderson, 27016 102nd Drive, Stanwood, WA

Bill Zingarelli, Stanwood, WA
Mr. Zingarelli thanked Council for their support of the skate park.

Councilmember Carlton congratulated and thanked the City of Stanwood Relay for Life teams for their contributions to the event.

10. Adjourn to Executive Session

Mayor White adjourned the meeting to executive session at 9:13 p.m. City Attorney Grant Weed announced there will be an executive session of five matters; One personnel matter, three potential litigation, and one litigation, for a period of one hour with no action being taken.

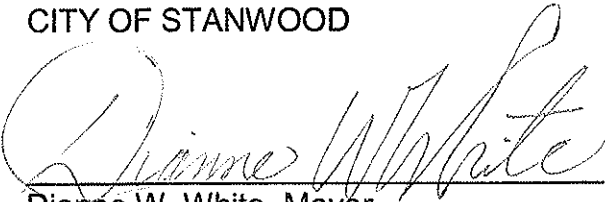
Those asked to attend included the City Council, Mayor White, City Administrator Joyce Papke, Human Resources Director Mathew Pruitt, Public Works Director Andy Bullington, Assistant Fire Chief Darin Reid and City Attorney Grant Weed.

11. Reconvene And Adjourn

At 10:15 p.m. Public Works Director Andy Bullington requested 20 more minutes in executive session. The meeting reconvened at 10:45 p.m.

There being no further business before the Council, Mayor White declared the meeting adjourned at 10:45 p.m.

CITY OF STANWOOD



Dianne W. White, Mayor

ATTEST:



Melissa A. Collins, City Clerk