

CITY OF STANWOOD

Regular Meeting of the City Council

Thursday, June 26, 2008 – 7:00 p.m.

Stanwood-Camano School District Administration Building Board Room

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor pro tem Shelley Klasse 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 Bill Carlton.

Mayor White and Councilmember Kelley's absences were excused.

Also present: City Administrator Joyce Papke, City Attorney Grant Weed, Human Resources Director Mathew Pruitt, Finance Director Crystil Collins, Police Chief David Bales, Public Works Director Andy Bullington and Assistant Fire Chief Darin Reid.

3. Staff Announcements

Public Works Director Andy Bullington shared information about the youth baseball leagues appreciation for the appearance of the parks and baseball fields.

Finance Director Crystil Collins handed out to Council the 2009 budget calendar and answered questions. City Administrator Joyce Papke informed Council they could choose to add any additional workshop dates to the budget calendar as they may need.

City Clerk Melissa Collins announced the Citizen Advisory Committee would like to hold a joint City Council, Planning Commission meeting on September 8, 2008 to review the draft Economic Development Plan. She said the time is still to be determined.

4. Citizen Comments

There were no citizen comments.

5. Approval of the Agenda

Mayor pro tem Klasse announced there would not be an executive session.

Motion by Councilmember Loney, second by Councilmember Wennerberg to approve the agenda as amended to remove item 10, Executive Session. Motion carried unanimously.

6. Consent Agenda

- a. Minutes of the February 21, 2008 Regular Meeting
- b. Minutes of the March 13, 2008 Regular Meeting

Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include items A through B. Motion carried unanimously.

7. New Business

- a. Resolution 2008-6 Adopting a Comprehensive Six -Year Transportation Improvement Plan for the Years 2009 through 2014

Public Works Director Andy Bullington presented the staff report and stated that the City of Stanwood is required to prepare and adopt a Comprehensive Transportation Plan before July 1st of each year for the ensuing six calendar years.

Mr. Bullington stated the purpose of the Transportation Improvement Program (TIP) is to assure that each city and town perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation plan. He said the approved plan may be revised at any time by a majority vote of the Council, but only after a public hearing is held.

A discussion ensued regarding the Six-Year Comprehensive Transportation Improvement Plan and Mr. Bullington responded to questions from the Council.

Because the public hearing was not advertised for this meeting, City Attorney Grant Weed provided suggestions to Council and recommended to entertain a motion to open the public hearing tonight, accept public comment and continue the public hearing to the next meeting on July 10, 2008 and take action at that meeting on the resolution. He added in his experience this

would show a record of the process being started prior to the July 1st deadline.

Motion by Councilmember Loney, second by Councilmember Chappel to open a public hearing tonight on the City of Stanwood's Six-Year Comprehensive Transportation Improvement Plan, accept public comment tonight and continue the public hearing to the 10 July City Council meeting and accept additional public comment to take action at the 10 of July City Council meeting and to give appropriate notice. Motion carried unanimously.

Mayor pro tem Klasse opened the public hearing and asked for public comment. She stated as the public hearing is now open all staff reports and questions that Council has raised are now part of the record for resolution 2008-6.

There being no public testimony the public hearing was closed and will be continued to the July 10, 2008 City Council meeting.

- b. Authorize Mayor White to sign all documents to Terminate Existing Utility Easements on Property Identified with Tax Parcel Numbers 320420-001-011-00 & 320420-001-012-00

Director Bullington presented the staff report explaining that Weatherby I, LLC, whose manager is Martin Robinett, has requested that the City of Stanwood terminate existing utility easements on property it owns, identified with tax parcel numbers 320420-001-011-00 and 320420-001-012-00.

Mr. Bullington answered questions from Council.

Motion by Councilmember Loney, second by Councilmember Chappel to authorize Mayor White to sign all documents to terminate existing utility easements on property, identified with tax parcel numbers 320420-001-011-00 and 320420-001-012-00. Motion carried unanimously.

- c. Authorize Mayor White to enter into a Special Events Contract between the City of Stanwood and the Stanwood Chamber of Commerce

Finance Director Crystil Collins presented the staff report and said that the Harvest Jubilee arranges annual tours of Stanwood/Camano/Silvana area farms. She stated the next festival to be organized by this group will be held on September 20, 2008. At the April 10th Council meeting, the Council approved a motion to allocate \$1,000 for financial support and to provide use of City equipment and minimal staff time to the Stanwood Chamber of Commerce for the Harvest Jubilee.

Motion by Councilmember Loney, second by Councilmember Chappel to authorize Mayor pro tem Klasse to enter into the Special Events contract between the City and the Stanwood Chamber of Commerce, pertaining to the September 20, 2008 Harvest Jubilee Event. Motion carried unanimously.

- d. Authorize Mayor White to sign the part-time Firefighter Interlocal Agreement with Island County Fire District #1

Human Resources Director Mathew Pruitt presented the staff report and stated that on December 20, 2007, the City Council authorized City staff to extend an agreement set forth by former City Administrator Bill Beckman that authorized the District to administer the City's part-time firefighter program and bill the City accordingly until June 31, 2008.

Director Pruitt explained because that authorization is about to expire, City staff is proposing an Interlocal Agreement with the District on a permanent basis or until either party ends the agreement with a 30 day notice.

Motion by Councilmember Wennerberg, Second by Councilmember Loney to authorize the Mayor pro tem Klasse to sign the Interlocal Agreement with Island County Fire District #1 for the purposes of providing part-time firefighter services. Motion carried unanimously.

- e. Authorize Mayor White to sign the Professional Services Agreement with Port Gardner Fireworks for the 2008 Fireworks Display

Police Chief David Bales presented the staff report and advised Council the City of Stanwood is hosting the annual Family Fourth of July Event at Heritage Park. He added that part of this event requires retaining a Professional Pyrotechnical Contractor to plan and present the fireworks display.

Chief Bales said for the past several years the fireworks program has been presented by Port Gardner Fireworks out of Everett. He added the community response has been that the show quality was good and the City negotiated to retain the services of Port Gardner Fireworks again for the 2008 event.

City Administrator Joyce Papke thanked Chief Bales for his outstanding work.

Chief Bales replied by thanking Devin Tokizawa, Administrative Assistant for her hard work and assistance putting the event together.

Motion by Councilmember Loney, second by Councilmember Chappel to authorize the Mayor pro tem Klasse to sign the Professional Services Agreement between the City of Stanwood and Port Gardner Fireworks

Company in the amount of \$6,500.00 for the July 4th 2008 Family Fourth Event. Motion carried unanimously.

8. Report of Officers and Committees

a. Mayor's Report

Mayor pro tem Klasse mentioned the success of the Soap Box Derby.

b. City Administrator Report

City Administrator Joyce Papke reported on the following items:

- **Stanwood Rail Station and Bathroom:**
The PUD is 90% complete with their portion of the undergrounding of the overhead utilities. The remaining construction for this portion of the project is slated to be completed by July 2008.
- **Cedarhome Well:**
This project was completed a month ahead of schedule and is currently on line providing 600 gallons per minute to the City's system.
- **Water Treatment Plant Construction:**
Construction of the water treatment plant is underway with 20% of the project now complete. It is anticipated the project will be completed by January 1, 2009.
- **Water Comp Plan:**
Engineering analyses is being conducted for the water comprehensive plan.
- **Cedarhome 0.65 MG Elevated Reservoir:**
The engineering portion of the elevated tank is complete and is being publicly bid this month, with construction to begin in 2009.
- **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.
- **Lions Park Construction:**
The "Park Construction" phase of Lions Park is nearly complete and phase 2 of the park project is the "Playground Equipment" piece.

The desire is to have the entire project complete by the end of July 2008.

- **Skate Park Improvements:**
The building permit process was initiated but the group has not yet provided the City with the required insurance and indemnification. All forms and information have been provided to the group. In the meantime, staff is planning to come forward with a proposal for a public master planning process of Heritage Park.
- **Facility Maintenance and Building Assessment:**
Staff has narrowed the pool of applicants down to the three most qualified and will be interviewing the short list. The process should be completed with a recommendation back to Council for award of contract by late July or early August 2008.
- **Records Management:**
After careful and systematic review the Clerk's Office has destroyed their first 80 some boxes of City records, in accordance with the State's local records retention schedule.
- **Special Event Permits:**
City staff is currently putting together a new application form and process for Special Event Permits. At the suggestion of the City Attorney, staff is also beginning to work on a Special Event Permit Ordinance.
- **Budget Process:**
Budget calendar rolled out this evening and staff preparation for the 2009 Preliminary Budget has begun.
- **Snohomish County Housing and Community Development Urban County Consortium Interlocal Agreement:**
City staff received notification on June 11 that the City had until June 30 to opt out of an Interlocal Agreement with Snohomish County, Otherwise, an existing agreement set to expire on June 30, 2008 will automatically renew.
- **Planning and Community Development Director:**
Rebecca Lind will be joining the City on July 14, 2008, as the new Planning and Community Development Director.
- **Other Personnel Issues:**
Proposals have been received from both the Administrative and Public Works bargaining units and negotiations with both groups begin after July 7.

Civil Service Commission met on Tuesday.

The City's Management Team is approximately halfway through a review of the City's personnel policies.

An interdepartmental team is working on procedures for welcoming new staff.

The annual Employee Picnic has been scheduled for August 13th in Church Creek Park at noon.

Staff is looking into a Worker's Comp Retro/Safety Program and will be bringing a recommendation forward during budget.

▪ Law Enforcement:

Deputy Christopher Veentjer is the latest Deputy to join the Stanwood Police Department.

Stanwood Police Department personnel will be sporting new badges.

The Deputies, along with Detective Betts, continue to make Stanwood a very unattractive place to commit crime.

The Soap Box Derby went off very well on Saturday the 21st.

Members of the Sheriff's Office Collision Investigation Unit presented a defensive driving seminar for new drivers and their parents at Stanwood High School.

Sergeant Bachand has met with two new neighborhood watch groups over the past few weeks and is working with our citizens toward a goal of having an active community watch program in place by the end of the year.

▪ Fire:

The Fire Department's medical licensing with the State has been recertified.

Staff in the Fire Department and the City Clerk's office have worked together to refine the permit process for fireworks stands in Stanwood.

A research paper was prepared and submitted to the National Fire Academy by contract staff, relating to the criteria and design of Washington State Interlocal Agreements for services.

▪ Council Pending:

Proposed Code Change – This item was sent to the Community Development Committee, who elected not to support the Code change.

Council Committees – it was determined by the Councilmembers present at the last meeting that a 6:00 workshop at the first July Council meeting will take place in order to resolve questions.

Neighborhood Issues on 103rd – Would Council like to have a workshop or have the Chief of Police work with the Public Safety Committee to explore ideas?

A discussion took place regarding taking the month of August off or considering at least cutting back to one meeting in August.

*Motion by Councilmember Loney, second by Councilmember Carlton to cancel the second Council meeting in August.
Motion Failed 0-6.*

c. Committee Reports

Councilmember Carlton expressed his concern regarding the Interlocal Agreement budget for Police services, which shows 71% expended. Director Collins responded by saying a 2007 invoice was not paid until 2008. She said it won't change what was paid over two years, however, a budget amendment may need to come forward later in the year.

Councilmember Wennerberg announced the Public Safety Committee met recently to discuss the Firefighter Interlocal Agreement, which was presented.

Councilmember Ryer announced the Public Works Committee met to discuss items on tonight's agenda.

9. Citizens Closing Comments

Tape inaudible during citizen closing comments. City Clerk notes indicate a citizen spoke on behalf of the Eagle Scouts.

10. Adjourn to Executive Session

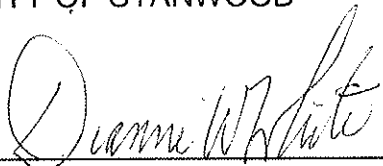
There was no executive session.

11. Reconvene And Adjourn

There being no further business before the Council, Mayor pro tem Klasse declared the meeting adjourned at 9:10 p.m.

CITY OF STANWOOD

ATTEST:



Dianne W. White, Mayor



Melissa A. Collins, City Clerk