

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, August 14, 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

City Clerk Melissa Collins called the roll with the following Councilmembers present: Timothy Loney, Andy Chappel, Shelley Klasse, Conrad Ryer, Bill Carlton and Leonard Kelley.

Councilmember Arne Wennerberg was excused.

Also present: City Administrator Joyce Papke, Finance Director Crystil Collins and Public Works Director Andy Bullington.

City Attorney Grant Weed was excused.

3. Staff Announcements

Finance Director Crystil Collins asked if Council had any questions regarding the first quarterly budget report that was handed out at the previous Council meeting and clarified some of the items on the report.

Councilmember Loney announced he was chosen to be on the AWC Legislative Committee.

Public Works Director Andy Bullington announced that Public Works completed a street light inspection program. He said the goal is to have all lights repaired prior to Halloween. There are a total of 527 PUD owned streetlights and 30 City owned ornamental lights. Of those, a total of 29 lights were out, 27 PUD and two City lights.

4. Citizen Comments

There were no citizen comments.

5. Approval of the Agenda

Mayor White added item 8d under New Business; Presentation by City Administrator Joyce Papke and also announced there would be an executive session.

Motion by Councilmember Klasse, second by Councilmember Chappel to approve the agenda adding Item D; presentation by Joyce. Motion carried unanimously.

6. Consent Agenda

- a. Approval of Payroll Checks and Vouchers
- b. Minutes of the April 10, 2008 Regular Meeting

Motion by Councilmember Carlton, second by Councilmember Loney to approve the consent agenda to include items a through b; voucher checks #12925 through #13032 in the amount of \$598,880.49 and voided check #'s 12714, 12969, 13002, and 13016. Payroll checks warrant #5257 through #5287 in the amount of \$29,060.00. The vouchers were reviewed by the Finance Committee and found no irregularities. Motion carried unanimously.

7. New Business

- a. Authorize to accept the Cedarhome Well Project as complete & close-out the Construction Portion

Public Works Director Andy Bullington presented the staff report and answered questions from Council. Mr. Bullington stated that the project was originally projected to cost \$1,270,000 and as a result of a staff audit of the work and billing statements the total project costs is \$1,242,486.88, which is under the approved budget by an estimated \$27,513.12.

Director Bullington added the Public Works Committee discussed the project with staff and expressed their support in accepting the project as complete.

Motion by Councilmember Loney, second by Councilmember Chappel to accept the Cedarhome Well Project as complete and close-out the construction portion of the project. Motion carried unanimously.

- b. Authorize Mayor White to sign the Utility Extension Agreement for three lots located at 27703, 27707, and 27717 68th Avenue NW

Director Bullington presented the staff report and explained the three parcels are located outside the City limits but within the City's Urban Growth Area and within the City's water and sewer service area. He said there were two homes connected to the City's water system; the pre-existing units have been disconnected and demolished for new homes to be built. Therefore, only one new water connection will be required. He added there are sufficient water and sewer system capacity as well as fire flow availability.

A discussion took place regarding providing sewer service outside the City limits and the capacity issues.

Motion by Councilmember Loney, second by Councilmember Ryer to authorize Mayor White to sign the Utility Extension Agreement for address 27703, 27707, and 27717 68th Avenue NW. Motion carried unanimously.

- c. Authorize Mayor White to sign all documents and enter into a Contractual Agreement with Schreiber and Associates for the Stanwood Comprehensive Facility Maintenance & building Assessment

Director Bullington presented the staff report and answered questions from Council. He stated in late March, the City Administrator and the Public Works Director conducted meetings with the Public Works and Finance committees to redirect a portion of the approved Building Improvement CIP funding, which was slated in the 2008 budget for library improvements, to fund a comprehensive facility maintenance and building assessment. Mr. Bullington said both committees agreed that staff should proceed with developing and soliciting the request for qualifications from qualified professionals.

Mr. Bullington added on June 27, 2008 the qualified consulting companies were interviewed and the firm of Schreiber and Associates demonstrated how their approach would be the best method and meet the desired goals of the project. Reference checks have been conducted and the total cost of the work is \$19,393.00. The work should be concluded in eight weeks following the issuance of a contract.

Councilmember Loney voiced concern about the hiring of companies outside our local area. Mr. Bullington responded that only one local company submitted a proposal and it was submitted late.

Motion by Councilmember Ryer, second by Councilmember Loney to authorize Mayor White to sign all documents and enter into a contractual

agreement between the City of Stanwood and Schreiber and Associates for the Stanwood Comprehensive Facility Maintenance and Building Assessment. Motion carried unanimously.

d. Presentation by City Administrator Joyce Papke

City Administrator Joyce Papke discussed the following items with Council:

- Ms. Papke attended the Snohomish County City Administrators/Managers meeting this week. Mark Ericks, State Representative for 1st Legislative District, spoke at the meeting and suggested the City Administrators and Managers group get together to develop a joint legislative agenda. Cities wouldn't have individual lobbyist, but would work together on issues. She would like the approval of Council to allow her and Mayor White to go ahead and participate. She responded to questions from Council.
- John Russell, Chair of the Citizen Advisory Committee (CAC) working with Berk & Associates, held a special meeting to discuss a report that is to be presented at the joint Planning Commission/City Council meeting scheduled for September 8th. The CAC recommends postponing the joint meeting in order to work more with Berk. Staff concurs and would like the approval of Council to postpone the meeting. Council discussed the issues and Ms. Papke responded to questions from Council. Council agreed to the postponement.
- The Planning and Community Development Department is combining all staff in to City Hall to enhance internal efficiencies and provide better customer service. They are excited about having everyone together. Since the Community Development staff will be out of the trailer, Ms. Papke asked Council and staff if there is any reason it should not be removed. Ms. Papke believes that the City can get by without the unit. She answered questions from Council regarding staffing and City Hall capacity. The trailer costs about \$700 per month for rent and utilities. Council agreed that it would be Ms. Papke's decision on the removal of the trailer.
- There was a security breach at City Hall last week. There wasn't a break in and there was no damage. It was decided that procedures regarding the issuing of keys needs to be changed. She asked Council if any of them need a key to City Hall and if they don't, please turn in their key. If they feel they need a key, please contact Ms. Papke.
- A letter of support has been written by the Mayor to Executive Reardon regarding the closure of Logan Road. Ms. Papke asked Council for approval to send out the letter. Without the road closure, the train station

would not happen. She responded to questions from Council. Council approved the sending of the letter.

- There are no items on the agenda for the second meeting in August.

Motion by Councilmember Loney, second by Councilmember Kelley to cancel the second meeting in August. Motion carried unanimously.

- Last months City Administrator's report was mailed out last week. Ms. Papke responded to questions from Council regarding the report.

8. Old Business

- a. Discussion – Council Committee Workshop Overview

City Administrator Papke read aloud the City Council Committee Procedures handout that was given to Council and asked for feedback on the information.

9. Report of Officers and Committees

- a. Mayor's Report:

Mayor White reported on the following:

- She rode in a 1937 Jaguar in the Stanwood-Camano Fair Parade.
- She recently met with Burlington Northern Santa Fe Railroad, the Washington State Department of Transportation and Senator Haugen regarding the new train station. They plan to break ground on or before January 2, 2009 and have the project completed before June 2009. There will also be a kiosk available for ticketing.

- b. Committee Reports:

Councilmember Klasse reported that the Community Development Committee met recently and she advised Council that it is no longer a requirement for them to attend the Planning Commission meetings.

Councilmember Ryer reported on the Public Works Committee meeting regarding the three items on tonight's agenda.

Public Works Director Andy Bullington added that Lion's Park will be ready to open the second week of September. Council requested a Friday or Saturday evening in order for the community to attend the grand opening.

c. Councilmember Reports/Questions:

Councilmember Loney raised concerns over the Snohomish County Health statistics.

10. Citizens Closing Comments

There were no citizens closing comments.

11. Adjourn to Executive Session

Mayor White adjourned the meeting to executive session at 8:50 p.m. for 15 minutes with no action being taken.

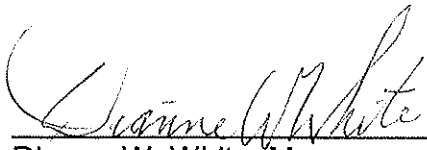
12. Reconvene and Adjourn

The meeting reconvened at 9:01 p.m.

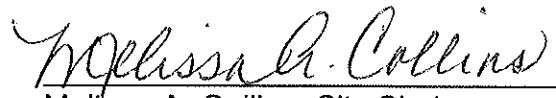
There being no further business before the Council, Mayor White declared the meeting adjourned at 9:01p.m.

CITY OF STANWOOD

ATTEST:



Dianne W. White, Mayor



Melissa A. Collins, City Clerk